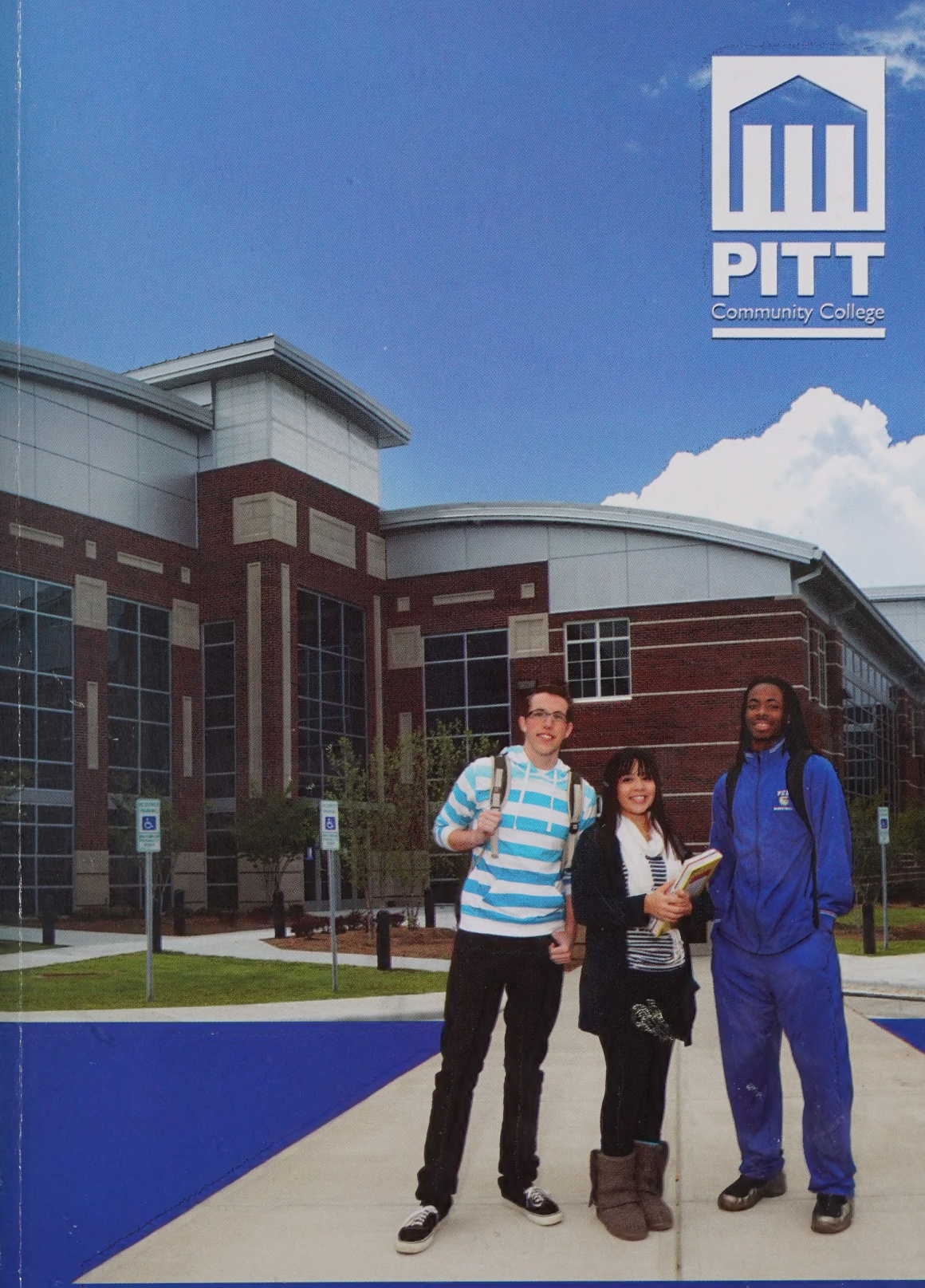


2013-2014 General Catalog

Important Phone Numbers

Admissions Counselors

Business Division – (252) 493-7371
Construction & Industrial Division – (252) 493-7222
University Transfer – (252) 493-7741
Health Sciences – (252) 493-7473
Public Services & Fine Arts – (252) 493-7222

Vice President of Student Development – (252) 493-7211

Cashier's Office – (252) 493-7234

College Outreach – (252) 752-7298

Continuing Education and Community Development – (252) 493-7388

Evening Programs – (252) 493-7627

Financial Aid – (252) 493-7339

General Information – (252) 493-7200

Library – (252) 493-7350

Lifelong Learning, Basic Skills – (252) 493-7396

PCC Police/Public Safety – (252) 493-7777

Registrar – (252) 493-7232

Student Government Association – (252) 493-7226

Transcripts – (252) 493-7232

Weekend College – (252) 493-7627

Pitt Community College Foundation – (252) 493-7287

PITT COMMUNITY COLLEGE

Winterville, North Carolina

PCC Archives

Pitt Community College is accredited
by the Southern Association of Colleges and Schools
Commission on Colleges to award Associate Degrees.
Contact the Commission on Colleges at
1866 Southern Lane, Decatur, Georgia 30033-4097
or call 404-679-4500 for questions about the
accreditation of Pitt Community College.

CATALOG OF COURSES
DAY AND EVENING PROGRAMS

Volume XXXVII
2013 - 2014

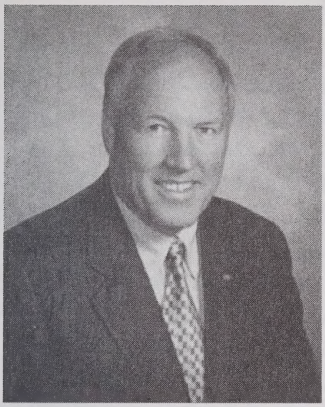
Copyright 2013 All Rights Reserved

Pitt Community College publishes this catalog to provide students and other interested persons with information about the College and its programs. The information provided is up-to-date as of June 15, 2013. For information about changes after this date, refer to the addendums to the catalog on the Pitt Community College website (www.pittcc.edu).

The provisions of the catalog are not to be regarded as an irrevocable contract between students and Pitt Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered in this publication may secure additional information from the Office of the Vice President of Student Development Services, Pitt Community College, P. O. Drawer 7007, Greenville, North Carolina 27835-7007; telephone (252) 493-7211, Vernon White Building, Room 4.

It is the policy of Pitt Community College not to discriminate against any person on the basis of race, color, handicap, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. Pitt Community College is an equal opportunity institution. **For Admissions information please call (252) 493-7232 or visit our web site at: http://www.pittcc.edu.**



PRESIDENT'S MESSAGE

Higher education is more vital to our citizens than ever before. The economy presents challenges for us all, and the job market and the skills needed to be competitive are constantly changing. Pitt Community College is constantly adapting to these shifts and developing and refining our program offerings. Student success, one of our primary College goals, depends on active participation in academic and career planning and in the hard work as well as joy of learning.

The Craig Goess Student Center is a central location on campus for activities and student services, from registration and financial aid to counseling and career services. I urge you to visit and use this one-stop center for services and support as well as the Bulldog Café.

This catalog provides you with a detailed description of the College's policies, procedures, course offerings, and other information as you progress through your academic program and attain a degree or certificate. You may also consult our web site (www.pittcc.edu) for the most up-to-date information and activities. I welcome you to carefully consider the broad array of programs and courses we offer and become involved in the classroom, in campus activities, and in our many clubs/organizations. All faculty and staff are dedicated to helping you achieve your educational and career goals as you explore new learning experiences at PCC.

Thank you for your interest in Pitt Community College. I wish you great success in learning and realizing your educational goals of an Associate degree, certificate/ diploma, job training, or preparation for further education.

Dr. G. Dennis Massey

TABLE OF CONTENTS

ACADEMIC CALENDAR 14
ORGANIZATION 18
- Board of Trustees 18
- Pitt County Board of Commissioners 18
- Pitt Community College Foundation 19
- Office of the President 20
- Office of the Vice President, Academic Affairs 20
- Curriculum Instruction 20
- Library 21
- Instructional Staff by Division 21
- Continuing Education and Community Development 29
- Office of the Vice President, Administrative Services 29
- Campus Police 30
- Facilities Services 30
- Human Resources 30
- Administrative Services and Information Technology 30
- Office of the Chief Financial Officer 31
- Office of the Vice President, Institutional Advancement 32
- Office of the Vice President, Student Development Services 32

GENERAL INFORMATION 34
- History of the College 34
- Location 35
- Mission Statement 13, 36
- Vision Statement 13, 36
- Goals 13, 36
- Diversity Leadership Statement 36
- General Education Requirements 36
- Non-Degree Curriculum Credit 36

ADMISSIONS 36
- General Admissions 37
- Admission of Home Schooled Students 38
- Refusal of Admission Policy 38
- New Student Orientation 38
- Placement Testing 38
- Foreign Language Placement Testing 39
- College Level Exam Program (CLEP Testing) 40
- Acceptance of Information Technology Certifications 41
- Admission to Programs Designed for University Transfer 41
- Health Sciences Admissions 42
- Transfer Admissions 42
- Readmission of Curricular Students 43
- Special Credit Students 43
- Provisional Admissions 43
- High School Admissions (Career & College Promise) 43

International Student Admissions 45
Policy Statements: International Students in Distance Education 45
Admission of Undocumented Immigrants 45
Crime Awareness and Campus Security Act Report 46
Campus Watch Program 46
TUITION, FEES AND OTHER EXPENSES 47
Tuition 47
Fall, Spring, & Summer Semester Full-Time Tuition 47
Part-Time Tuition 47
Senior Citizens 47
Audit Students 47
Internet Students 47
Out-of-State Students 47
Residence Classification for Tuition Purposes 47
Fees and Other Expenses 48
Student Activity Fee 48
Technology Fee 48
Accident Insurance 48
Professional Liability Insurance 49
Access Fee 49
Transcript Fee 49
Textbooks and Supplies 49
Student Fees for Laboratory/Clinical/Shop 49
Returned Check Fees 49
Refund Policy 49
ACADEMIC REGULATIONS 51
Class Schedule 51
Weekend College 51
Registration 52
Priority Registration and Walk-In Registration 52
Schedule Purges 52
Auditing Courses 52
Registration for Developmental Courses 53
Developmental Math (DMA) Policy 53
College Student Success Course Requirement 53
Dropping and/or Adding Courses 54
Course Load 54
Late Entry 54
Attendance 54
Religious Observances Policy For Students 55
Withdrawal from Classes 56
Official Withdrawal 56
Unofficial Withdrawal 56
Withdrawals After End of the Semester 57
Alternative Credit 57
Credit by Examination 57

Challenge Examination 58
Transfer Credit 58
Student Appeals Process for Coursework Done at Unaccredited Inst. 59
Credit for Non-Traditional Learning 59
Advanced Placement Examinations/CLEP 59
Educational Experiences in the Armed Services 59
Distance Learning 60
Experiential Learning 61
Articulated Credit for High School Students 62
Grade Point Average 62
Dean's List and Honor Roll 62
Grading System 62
Access to Final Grades 64
Incomplete 64
Academic Progress 64
Academic Probation 64
Unsatisfactory Academic Progress 65
Satisfactory Academic Progress 65
Good Academic Standing 65
Standards of Academic Progress Scale 65
Forgiveness Policy 66
Privacy of Educational Records 66
Transcripts 67
Verification of Enrollment 68
Transfer to Other Institutions 68
Changes in Regulations 68
Changes in Major Course of Study 68
Student Classifications 69
Graduation Requirements 69
Summer Graduates Participating In Spring Ceremonies 70
Graduation After Termination of Attendance 71
Catalog of Record 71
Repetition of Course Work 71
FACULTY ADVISOR SYSTEM 72
FINANCIAL AID 73
Coordination of Institution-Wide Financial Aid Awards Policy 73
Financial Aid Fraud and Forgery 74
Disbursement of Excess Financial Aid 74
Academic Requirements 74
Estimated Cost of Attendance 77
Financial Aid Bookstore/Supply Purchase Policy 78
Grants 79
Loans 80
Federal Work-Study 84
Alternative Loans 84
Refund/Student Repayment Policies for Title IV Programs 84
Scholarships 85

International Education Travel Scholarship....87
Other Sources of Assistance....88
Vocational Rehabilitation....88
NC National Guard Tuition Assistance Program....88
Tuition Assistance/GoArmyEd....88
Local Sources of Financial Aid....88
Veteran Benefits....88
Internet Course/Telecourse Policy for Veterans....89
Dependents of Veterans....90
STUDENT DEVELOPMENT SERVICES....90
Counseling....90
Ways to Success....92
Women's Resource Center....92
Men's Resource Center....93
Minority Male Mentoring Program....93
Career Services....94
TRIO: Student Support Services....95
TRIO: Educational Opportunity Center....95
Tutorial and Academic Success Center (TASC)....96
Disability Services....96
Intramural Sports and Recreational Program....97
Coburn Center Facility....97
Intercollegiate Athletics Program....99
Lost and Found....101
Health Services....101
Student Assistance Program (SAP)....101
Student Sexual Assault Response System....102
Food Service....103
Housing....103
Identification Cards....103
PCC Academic Excellence Awards Program....103
Student Clubs and Organizations....104
Policies for Clubs and Organizations....104
Chartering Guidelines for Clubs and Organizations....104
Guidelines for Clubs and Organizations Bank Accounts....105
Procedures for Approval of Clubs and Organizations – Fundraising and/or Solicitation of Funds....105
American Association of Medical Assistants....106
Answering the Call....106
Association of Advertising and Graphic Design....106
Chess Club....106
Circle of Sisters....106
Collegiate DECA....107
Elements of Praise Gospel Choir....107
Environmental Science Club....107
Gamma Beta Phi....107
Healthy Eating Active Living....107

Challenge Examination 58
Transfer Credit 58
Student Appeals Process for Coursework Done at Unaccredited Inst. 59
Credit for Non-Traditional Learning 59
Advanced Placement Examinations/CLEP 59
Educational Experiences in the Armed Services 59
Distance Learning 60
Experiential Learning 61
Articulated Credit for High School Students 62
Grade Point Average 62
Dean's List and Honor Roll 62
Grading System 62
Access to Final Grades 64
Incomplete 64
Academic Progress 64
Academic Probation 64
Unsatisfactory Academic Progress 65
Satisfactory Academic Progress 65
Good Academic Standing 65
Standards of Academic Progress Scale 65
Forgiveness Policy 66
Privacy of Educational Records 66
Transcripts 67
Verification of Enrollment 68
Transfer to Other Institutions 68
Changes in Regulations 68
Changes in Major Course of Study 68
Student Classifications 69
Graduation Requirements 69
Summer Graduates Participating In Spring Ceremonies 70
Graduation After Termination of Attendance 71
Catalog of Record 71
Repetition of Course Work 71
FACULTY ADVISOR SYSTEM 72
FINANCIAL AID 73
Coordination of Institution-Wide Financial Aid Awards Policy 73
Financial Aid Fraud and Forgery 74
Disbursement of Excess Financial Aid 74
Academic Requirements 74
Estimated Cost of Attendance 77
Financial Aid Bookstore/Supply Purchase Policy 78
Grants 79
Loans 80
Federal Work-Study 84
Alternative Loans 84
Refund/Student Repayment Policies for Title IV Programs 84
Scholarships 85

International Education Travel Scholarship....87
Other Sources of Assistance....88
Vocational Rehabilitation....88
NC National Guard Tuition Assistance Program....88
Tuition Assistance/GoArmyEd....88
Local Sources of Financial Aid....88
Veteran Benefits....88
Internet Course/Telecourse Policy for Veterans....89
Dependents of Veterans....90
STUDENT DEVELOPMENT SERVICES....90
Counseling....90
Ways to Success....92
Women's Resource Center....92
Men's Resource Center....93
Minority Male Mentoring Program....93
Career Services....94
TRIO: Student Support Services....95
TRIO: Educational Opportunity Center....95
Tutorial and Academic Success Center (TASC)....96
Disability Services....96
Intramural Sports and Recreational Program....97
Coburn Center Facility....97
Intercollegiate Athletics Program....99
Lost and Found....101
Health Services....101
Student Assistance Program (SAP)....101
Student Sexual Assault Response System....102
Food Service....103
Housing....103
Identification Cards....103
PCC Academic Excellence Awards Program....103
Student Clubs and Organizations....104
Policies for Clubs and Organizations....104
Chartering Guidelines for Clubs and Organizations....104
Guidelines for Clubs and Organizations Bank Accounts....105
Procedures for Approval of Clubs and Organizations – Fundraising and/or Solicitation of Funds....105
American Association of Medical Assistants....106
Answering the Call....106
Association of Advertising and Graphic Design....106
Chess Club....106
Circle of Sisters....106
Collegiate DECA....107
Elements of Praise Gospel Choir....107
Environmental Science Club....107
Gamma Beta Phi....107
Healthy Eating Active Living....107

International Club 107
Lambda Beta Honor Society for the Respiratory Care Profession 108
Lambda Epsilon Chi 108
Latter Day Saint Student Association 108
Mixed Martial Arts 108
National Society of Leadership and Success (Sigma Alpha Pi) 108
NEXT LEVEL 109
PCC Amateur Radio Club 109
PCC Association of Human Services Technology 109
PCC Association of Nursing Students 109
PCC Association of Respiratory Therapy Students 110
PCC Criminal Justice Association 110
PCC Diagnostic Medical Sonography Club 110
PCC Gay/Straight Alliance 110
PCC Paralegal Association 110
PCC Student Veterans Association 110
Phi Theta Kappa 111
Pitt Game Developers Association 111
Pitt Paranormal Research Association 111
Rotaract 111
Society for Advancement of Management 112
Southern Organization of Human Service Education 112
Spirit Club 112
Student Ambassadors 112
Student Government Association 113
Student Leaders Embracing Education in Polysomnography 113
Student Massage Therapy Association 113
Student Occupational Therapy Association 113
Students of Fine Arts 113
Students Mentoring Students 114
Publications 114
Campus Tours 114
Class Rings 114
Traffic Regulations 114
PCC Alerts and Messaging 115
Inclement Weather 115
Student Rights and Responsibilities 115
Children On Campus Policy 116
Student Involvement in College Decision Making 116
Disciplinary Action 117
Student Conduct 117
Student Code of Conduct Policy 117
Dismissal 119
Written Student Complaints Policy 119
Student Grievance Policy 120
Student-on-Student Sexual Harassment 120
Due Process 121

Student Financial Aid Concerns 121
COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY 122
SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY 122
TOBACCO USE POLICY 124
CANVASSING, PEDDLING AND SOLICITATION POLICY 124
INSTITUTIONAL ADVANCEMENT 124
Alumni Relations 124
Media Relations 125
Marketing 125
PCC Foundation 125
VISIONS and HORIZONS 125
FUNDRAISING POLICY 126
OFFICE OF SPONSORED PROGRAMS 126
INSTITUTIONAL REVIEW BOARD POLICY 126
POLICY ON EXTERNALLY FUNDED PROGRAMS AND SPONSORED RESEARCH PROGRAMS 127
INFORMATION TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY 127
ELECTRONIC SIGNATURE POLICY 129
INTELLECTUAL PROPERTY POLICY 130
LIBRARY 130
COOPERATIVE EDUCATION 131
COLLEGE OUTREACH 132
INTERNATIONAL PROGRAMS AND SERVICES 133
CONTINUING EDUCATION AND COMMUNITY DEVELOPMENT 133
Philosophy 133
Mission 133
Schedule of Courses 134
Course Credit 134
Registration and Attendance 134
Fees 135
Refund Policy 135
Course Descriptions 136
Books and Supplies 136
Occupational Training 136
Specialty Occupational Courses 137
Computer Training 137
Law Enforcement, Detention and Security Officer Training 137
Emergency Services Training 137
Emergency Management Training 137
Fire Rescue Training 138
Licensure/Certification 138
Safety Training (OSHA) 138
Health Care Services Programs 138
Leadership Development Training 141
Organizational Improvement Training 142

Professional In-Service Programs 142
Business and Industry Services 142
Customized Industrial Training 143
Small Business Center 143
Community Services 143
Basic Skills Education 144
Basic Skills Plus 144
Adult Basic Education 144
Adult High School Diploma Program 144
General Educational Development (GED) Classes 145
High School Diploma Equivalency/GED 145
Life Skills 145
Workplace Instruction 145
English as a Second Language 145
Learning Center 146
Compensatory Education 146
Achieving College Entry (ACE) Lab 146
Human Resources Development 146
Career Readiness Certificate 147
Workshops, Seminars, and Conferences 147
Self-Supporting Courses 147
BIOPROCESSING CENTER 147
SUMMARY REPORT ON PERFORMANCE MEASURES 149
CURRICULUM PROGRAMS 152
Technical and Vocational Programs -
Associate in Applied Science Degrees, Diplomas, and Certificates 153
College and Career Promise Pathways 158
Courses Unique to a Concentration 160
Course Requisites 160
Accounting 161
Advertising and Graphic Design 163
Air Conditioning, Heating and Refrigeration Technology 165
Architectural Technology 167
Associate Degree Nursing 169
Automotive Systems Technology 171
Basic Law Enforcement Training 173
Biotechnology 174
Building Construction Technology 176
Business Administration 178
Business Administration/Human Resources Management 180
Business Administration/Marketing and Retailing 182
Cardiovascular Sonography/Echocardiography Diploma 184
Computed Tomography & Magnetic Resonance Imaging Tech. 186
Computer Information Technology 188
Computer Programming 190
Computer Integrated Machining 192
Cosmetology 195

Criminal Justice Technology 196
Criminal Justice Technology: Financial Crime/Computer Fraud 198
Early Childhood Education 200
Electrical Systems Technology 202
Electronics Engineering Technology 204
Entrepreneurship 206
General Occupational Technology 208
Health Information Technology 209
Healthcare Business Informatics 211
Healthcare Management Technology 213
Horticulture Technology 216
Human Services Technology 218
Human Services: Gerontology 220
Human Services: Substance Abuse 222
Industrial Management Technology 224
Industrial Systems Technology 227
Infant/Toddler Care Certificate 229
Mammography 230
Mechanical Engineering Technology 231
Medical Assisting 233
Medical Dosimetry 235
Medical Office Administration 237
Medical Sonography 239
Networking Technology 241
Nuclear Medicine Technology 243
Occupational Therapy Assistant 245
Office Administration 247
Office Administration: Legal 250
Paralegal Technology 252
Polysomnography 254
Polysomnography Certificate 256
Positron Emission Tomography 257
Radiation Therapy Technology 258
Radiography 260
Respiratory Therapy 262
Simulation and Game Development 264
Therapeutic Massage 266
Therapeutic Recreation Assistant 268
Web Technologies 270
Welding Technology 272
University Transfer
Associate in General Education 276
Associate in Arts (Pre-Business, Criminal Justice, Education) 279
Associate in Fine Arts 282
Associate in Science 284
Pre-Engineering 287
DEVELOPMENTAL COURSES 289

COURSE PREFIX IDENTIFICATION 291
COURSE DESCRIPTIONS 295
INDEX 544

PITT COMMUNITY COLLEGE MISSION

The mission of Pitt Community College is to educate and empower people for success.

PITT COMMUNITY COLLEGE VISION STATEMENT

Pitt Community College will be

- A catalyst for transforming the individual and community.
- A recognized leader for accessible learning programs and services.
- A creative partner with business and industry to enhance community and economic development.
- A competent steward of public trust and confidence.

PITT COMMUNITY COLLEGE GOALS

Goal 1: Student and Community Access
Goal 2: Student Success
Goal 3: Program Excellence

PITT COMMUNITY COLLEGE

Academic Calendar – 2013 - 2014

FALL SEMESTER 2013

Convocation	Tuesday	August	13
Walk-In Registration: Day and Evening	Wednesday	August	14
Last Day for 100% Refund	Wednesday	August	14
Day and Evening Classes Begin	Thursday	August	15
DMA Session 1 & DRE Session 1 Begin	Thursday	August	15
Schedule Changes (Registrar's Office Only)	Thurs.-Mon.	August	15-16, 19
Weekend College - 1st Session Begins	Friday	August	16
Last Day to Add Classes	Monday	August	19
Last Day to Drop Classes	Monday	August	26
Last Day for 75% Refund	Monday	August	26
No Weekend Classes	Friday	August	30
	- Sunday	September	1
Labor Day (campus closed)	Monday	September	2
First Financial Aid Disbursement - Fall 2013	Monday	September	9
DMA Session 1 Ends	Wednesday	September	11
Re-enrollment Day for Dev. Math Session 2	Thursday	September	12
DMA Session 2 Begins	Friday	September	13
Last Day to Officially Withdraw for 1st Weekend Session	Monday	September	23
Student/Faculty Fall Break	Mon.-Tues.	October	7-8
DMA Session 2 Ends	Friday	October	11
Weekend College - 1st Session Ends (Saturday/Sunday Weekend Classes Meet)	Sunday	October	13
Re-enrollment Day for Dev. Math Session 3	Monday	October	14
Re-enrollment Day for Dev. English Session 2	Monday	October	14
Priority Deadline to Apply for Fin. Aid for Spring 2014	Tuesday	October	15
DMA Session 3 & DRE Session 2 Begin	Tuesday	October	15
Weekend College - 2nd Session Begins	Friday	October	18
Priority Registration for Spring Semester 2014	Monday	November	11
	- Sunday	December	8
Last Day to Officially Withdraw	Friday	November	8
Last Day to Remove Incompletes	Friday	November	8
DMA Session 3 Ends	Friday	November	8
Re-enrollment Day for Dev. Math Session 4	Monday	November	11
DMA Session 4 Begins	Tuesday	November	12
Last Day to Officially Withdraw for 2nd Weekend Session	Monday	November	25
Student/Faculty Break (no classes)	Wednesday	November	27
Thanksgiving (campus closed)	Thursday	November	28
	- Sunday	December	1

Last Day of Day Classes	Tuesday	December	10
DMA Session 4 & DRE Session 2 Ends	Tuesday	December	10
Last Day of Evening Classes	Monday	December	16
Final Exams (Day Classes)	Wednesday	December	11
	- Monday	December	16
Weekend College - 2nd Session Ends	Sunday	December	15
Final Grades Due	Tuesday	December	17
Student Break	Tuesday	December	17
	- Monday	January	6
Faculty Break	Wednesday	December	18
	- Thursday	January	2
Holiday Break (campus closed)	Friday	December	20
	- Wednesday	January	1

SPRING SEMESTER 2014

Staff Workday	Thursday	January	2
Walk-In Registration: Day and Evening	Fri. & Mon.	January	3, 6
Last Day for 100% Refund	Monday	January	6
Day and Evening Classes Begin	Tuesday	January	7
DMA Session 1 & DRE Session 1 Begin	Tuesday	January	7
Schedule Changes (Registrar's Office Only)	Tues.-Thurs.	January	7-9
Last Day to Add Classes	Thursday	January	9
Weekend College - 1st Session Begins	Friday	January	10
Last Day to Drop Classes	Thursday	January	16
Last Day for 75% Refund	Thursday	January	16
Martin Luther King Holiday	Monday	January	20
First Financial Aid Disbursement - Sp. 2014	Thursday	January	30
DMA Session 1 Ends	Monday	February	3
Re-enrollment Day for Dev. Math - Session 2	Tuesday	Febraury	4
DMA Session 2 Begins	Wednesday	February	5
DRE Session 1 Ends	Friday	February	28
Last Day to Officially Withdraw for 1st Weekend Session	Monday	February	17
Weekend College - 1st Session Ends	Sunday	March	2
DMA Session 2 Ends	Monday	March	3
Re-enrollment Day for Dev. English - Session 2	Mon. & Tues.	March	3-4
Re-enrollment Day for Dev. Math - Session 3	Tuesday	March	4
DMA Session 3 & DRE Session 2 Begin	Wednesday	March	5
Weekend College - 2nd Session Begins	Friday	March	7
Student/Faculty Spring Break	Monday	March	10
	- Friday	March	14
Priority Deadline to Apply for Fin. Aid for Summer 2014	Saturday	March	15
DMA Session 3 Ends	Monday	April	7
Last Day to Officially Withdraw	Tuesday	April	8

Last Day to Remove Incompletes	Tuesday	April	8
Re-enrollment Day for Dev. Math - Session 4	Tuesday	April	8
DMA Session 4 Begins	Wednesday	April	9
State Holiday (campus closed)	Friday	April	18
	- Sunday	April	20
Priority Registration for Summer Term 2014	Monday	April	21
and Fall Semester 2014	- Monday	May	5
Last Day to Officially Withdraw for 2nd Weekend Session	Monday	April	28
Last Day of Day Classes	Friday	May	5
Weekend College - 2nd Session Ends	Sunday	May	11
Last Day of Evening Classes	Sunday	May	11
Final Exams (Day Classes)	Tuesday	May	6
	- Friday	May	9
Final Grades Due	Monday	May	12
Graduation	Monday	May	12
Student Break	Monday	May	12
	- Tuesday	May	20
Payment Due for Summer 2014 Classes	Tuesday	May	13
Faculty Break	Tuesday	May	13
	- Monday	May	19
Priority Deadline to Apply for Fin. Aid for Fall 2014	Thursday	May	15

SUMMER TERM 2014

Walk-In Registration: Day and Evening	Tuesday	May	20
Last Day for 100% Refund	Tuesday	May	20
Summer Full-Term Classes Begin	Wednesday	May	21
Summer Mini Semester A Begins	Wednesday	May	21
DMA Session 1 & DRE Session 1 Begin	Wednesday	May	21
Schedule Changes (Registrar's Office Only)	Wed.-Thurs.	May	21-22
Last Day to Add Classes	Thursday	May	22
Memorial Day Holiday (campus closed)	Saturday	May	24
	- Monday	May	26
Last Day for 75% Refund	Wednesday	May	28
Last Day to Drop Classes	Wednesday	May	28
Weekend College Begins	Friday	May	30
Fall 2014 Registration (New Students ONLY		June 2014	
First Financial Aid Disbursement - Su. 2014	Wednesday	June	11
Last Day to Officially Withdraw (Mini Semester A)	Monday	June	16
DMA Session 1 Ends	Wednesday	June	18
Re-enrollment Day for Dev. Math Session 2	Thursday	June	19
DMA Session 2 Begins	Monday	June	23
Mini Semester A Classes End	Tuesday	June	24

Mini Semester B Classes Begin	Wednesday	June	25
Independence Day Holiday (campus closed)	Friday	July	4
	- Sunday	July	6
Last Day to Officially Withdraw (Weekend College)			
	Monday	July	14
Last Day to Officially Withdraw (Full Sem.)	Monday	July	14
Last Day to Remove Incompletes (Full Sem.)	Monday	July	14
Payment Due for Fall Classes Added Prior to July 1			
	Thursday	July	17
DRE Session 1 Ends	Thursday	July	17
Registration Reopens for Fall Semester 2014	Monday	July	21
DMA Session 2 Ends	Monday	July	21
Last Day to Officially Withdraw (Mini Semester B)			
	Tuesday	July	22
New Student Orientation (no classes)	Wednesday	July	23
Weekend College Ends	Sunday	July	27
Last Day of Classes (Full Semester & Mini B)	Wednesday	July	30
Last Day of Evening Classes	Wednesday	July	30
Fall 2014 Registration Ends	Thursday	July	31
Final Grades Due	Thursday	July	31
Payment Due for Fall Classes Added After July 20			
	Monday	August	11

CALENDAR OF SPECIAL EVENTS

New Student Orientation	July 24, 2013
Summer Splash	July 25, 2013
Staff & Faculty Fund Drive	August 19 - September 13, 2013
Clubs & Subs	September 10, 2013
Constitution Day	September 17, 2013
PCC Fall Golf Classic	October 3, 2013
Scholarship Reception	October 15, 2013
Fall Fest	October 17, 2013
Holiday Show	November 1-3, 2013
Veteran's Day Salute	November 11, 2013
MLK Celebration & Kick Off for Black History Month	January 17, 2014
Women's History Month (Forum)	March 5, 2014
Academic Excellence Reception	March 21, 2014
Spring Fling	April 9, 2014
Bulldog Run	April 2014
Graduation	May 12, 2014

BOARD OF TRUSTEES

Kelly Barnhill, Jr., Chair	Greenville, NC
Randy Collier	Greenville, NC
Paul Davenport, III	Pactolus, NC
Kathy Frazier	Ayden, NC
Dr. Virginia Hardy	Greenville, NC
Dr. Peter J. Kragel	Greenville, NC
Charles Long, Vice Chair	Farmville, NC
Don Mills	Greenville, NC
James A. Nelson, Jr.	Greenville, NC
Raymond Reddrick	Greenville, NC
Tyree Walker, Secretary	Greenville, NC
Walter Williams	Greenville, NC

Honorary Trustees (ex-officio)
Phillip R. Dixon
Kay V. Whichard

SGA President (ex-officio)
La'Quon Rogers

PITT COUNTY BOARD OF COMMISSIONERS

Jimmy Garris
Chair

Mark W. Owens, Jr.
Vice Chair

Tom Coulson
David Hammond
Eugene James
Tom Johnson, Sr.
Melvin C. McLawhorn
Beth Ward
Glen Webb

PITT COMMUNITY COLLEGE FOUNDATION

The Pitt Community College Foundation, Inc. was created to receive gifts and secure external resources for the college. Individuals wishing to contribute to the Foundation may contact Susan Nobles, Executive Director, at (252) 493-7287 or e-mail at snobles@email.pittcc.edu. Gifts/donations may be mailed to PCC Foundation, P. O. Drawer 7007, Greenville, NC 27835-7007. Members of the Foundation are:

Edna Barber	Winterville, NC
Kelly Barnhill, Jr.	Greenville, NC
Vera Braswell, Chair	Greenville, NC
Don Brown	Ayden, NC
Ricky Brown	Greenville, NC
Frank A. Cassiano, Jr.	Greenville, NC
Hope Clark	Macclesfield, NC
John Cooke	Greenville, NC
Sylvia Craft	Farmville, NC
Partha Daughtridge	Greenville, NC
Billy Dunn	Winterville, NC
John Evans	Greenville, NC
Phil Flowers	Greenville, NC
Jim Foster	Greenville, NC
Lindsey Griffin	Greenville, NC
James Earl Jones, Treasurer	Greenville, NC
Vickie Jones	Greenville, NC
Don King	Ayden, NC
Betty Langston	Winterville, NC
Chip Laughinghouse	Greenville, NC
Brenda Lewis	Greenville, NC
Dr. G. Dennis Massey	Greenville, NC
Marian McLawhorn	Grifton, NC
Melvin McLawhorn	Greenville, NC
Don Mills	Greenville, NC
Miles Minges, Vice Chair	Greenville, NC
Susan Q. Nobles, Exec. Dir.	Greenville, NC
Mark Phillips	Greenville, NC
Tommy Price	Greenville, NC
Dr. William Rasberry	Grifton, NC
Kenneth Ross	Greenville, NC
Donnie Skinner	Ayden, NC
Linda Lynn Tripp	Greenville, NC
Tony Tripp	Ayden, NC
Randy Walters	Farmville, NC
Diane Waters, Secretary	Winterville, NC
Mike Weeks	Washington, NC

OFFICE OF THE PRESIDENT

G. Dennis Massey, Ph.D. ..... President
Kathryn M. Carnes, A.A.S ..... Administrative Assistant to the President
Jennifer G. Joyner, A.A.S. ..... Research Assistant
Valerie L. Kite, M.A. ..... Research Coordinator
Susan Leggett, A.A.S. ..... Administrative Secretary, President
Brian P. Miller, Ed.D. ..... Director, Planning and Analysis

OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS

VACANT ..... Vice President, Academic Affairs
Bill Cooper ..... Manager, Bioprocessing Center
Helen Parke, Ph.D. ..... Director, Office of Sponsored Programs
Dondra Perkins, A.A.S. ..... Administrative Assistant to the Vice President of Academic Affairs
Greg Smith, B.A. ..... Curriculum Coordinator, Bioprocessing Center
Kelly Turner, A.A.S. ..... Course Developer, Bioprocessing Center
Andrew Walker, B.S ..... Director, Career and Academic Planning

Curriculum Instruction

Maria A. Pharr, M.A. ..... Assistant Vice President Academic Affairs
Mike Clendenen, A.A.S. ..... Director, Distance Learning and Instructional Technology
Nancy Evans, M.S ..... High School Liaison/Student Advisor
Faith P. Fagan, A.A.S. ..... Administrative Secretary High School Programs and Cooperative Education
Tina L. Farmer, A.A.S. ..... Coordinator, Course Development Support, Distance Learning and Instructional Technology
Linda Howell ..... Technical Assistant
Kelly Moore, A.A.S. ..... Facilities Scheduling Officer
Ken Peel. ..... Content Creation Specialist, Distance Learning and Instructional Technology
Heidi Perkins, A.A.S. ..... Assistant, Weekend/Evening Programs and Facilities Scheduling
Kendrick T. Price, B.S., M.A. ..... Coordinator, Weekend and Evening College
Kim Rouse, A.A.S ..... Administrative Assistant, Distance Learning and Instructional Technology and CAP
JoAnn Schuhbauer, B.S. ..... Administrative Assistant to the Assistant Vice President, Academic Affairs
Alton Wadford, B.S ..... Director, High School Progams and Cooperative Education/Weekend and Evening College

Library

Xudong Jin, M.L.S. ..... Library Director
Susan S. Basnight, M.L.S. ..... Cataloging Librarian
Joshua Berkov, M.L.S. ..... Coordinator, Collections and User Services
Stephanie P. Bowers, Ph.D., M.L.S. ..... Serials/Reference Librarian
Angela Davis, M.L.S. ..... Reference Librarian
Arthur Stevenson ..... Library Technical Assistant for Circulation Services
Lynn McCormick, Ed.S., M.L.S. ..... Director, Learning Technologies
Teresa W. Thompson, A.A.S. ..... Library Technical Assistant for Learning Technologies
Catherine Tingelstad, M.L.S. ..... Coordinator, Library Evening Services
Rita B. Williams, A.A.S. ..... Bookkeeper/Administrative Assistant, Library
VACANT ..... Library Assistant

Arts and Sciences Division

Stephanie Manley-Rook, Ph.D. ..... Dean, Arts and Sciences Division
Patricia Adams, M.A. ..... Instructor, Social Sciences
Jaysen Arno, M.A. ..... Instructor, Science
Tammy J. Atchison, M.S. ..... Instructor, Science
Patricia Baldwin, M.A. ..... Department Chair, University Transfer and Foreign Languages
Wesley Bishop, M.A. ..... Instructor, Social Sciences
Donna Bivans, M.S. ..... Instructor, Science
James Blake, Ph.D. ..... Instructor, Social Sciences
Margaret M. Boles, M.A. ..... Instructor, Mathematics
John R. Buck, M.A. ..... Instructor, Science
Mitchell Butts, M.A. ..... Instructor/Humanities Coordinator, English
Samantha Chauncey, M.A. Ed. ..... Instructor, Science
James Joseph Clark, M.A. ..... Instructor, English and Humanities
Laura Clift, M.S. ..... Instructor, Science
Russell Clift, M.S. ..... Instructor, Science
Amy Cole, M.A. Ed. ..... Instructor, Mathematics
Nicole Coutouzis, M.A. ..... Instructor, Social Sciences
Maximiliano Cuevas, Ph.D. ..... Advisor/Instructor, University Transfer and Foreign Language
Chris DeVille, M.A., Ph.D. ..... Lab Coordinator, Foreign Language
Ulla Dittmar, M.S. ..... Instructor, Biotechnology
Anthony Dunn, M.A. ..... Instructor, Social Sciences
Tommy Eason, M.A. ..... Instructor/Counselor/Recruiter, Physical Education and Baseball Coach
Fanette Entzminger, M.S. ..... Instructor, Science
Teresa Garris, A.A.S. ..... Administrative Secretary, Math and Physics
Happy Gingras, M.A.Ed. ..... Instructor, Social Sciences
Charles Goodman, M.S. ..... Instructor, Physics/Astronomy

Brian Gray, M.S. ..... Instructor, Geology
Melva Lois Gray, M.A. ..... Instructor/Advisor, AGE
Micah Harris, M.A.Ed, M.A ..... Instructor, English and Humanities
Rebecca Harris, Ph.D. ..... Instructor, Science
Anthony J. Holsten, M.A. ..... Instructor, English and Humanities
Susan Howard, M.A.Ed. ..... Instructor, Mathematics
Jacqueline Hritz, M.A. ..... Instructor, Social Sciences
Sue F. Jefferson, M.A. ..... Department Chair, English and Humanities
Nancy Jesmer, A.A.S. ..... Administrative Secretary, AGE
Kelly Jones, M.A. ..... Instructor, English and Humanities
Ana Jimenez-Leary, M.A.Ed. ..... Instructor, Foreign Language
Velislava Karaivanova, Ph.D. ..... Instructor, Science
Bernadette Kenny, M.D. ..... Instructor, Science
Donald King, M.A.Ed. ..... Instructor/Advisor, AGE
Shirley Kuhn, M.S. ..... Instructor, Social Sciences
Marcia J. Lambert, M.A. ..... Instructor, Mathematics
Sarah Mangum Needham, M.D. ..... Instructor, Science
Kim Farmer Marriner, A.D.N., M.A. ..... Instructor, Social Sciences
Joshua Matthews, M.A. ..... Instructor, English and Humanities
Robert McIntyre, Ph.D. ..... Instructor, Science
James Metzger, Ph.D. ..... Instructor, English and Humanities
Tabitha Miller, M.A. ..... Composition Coordinator, English and Humanities
Joy Moses-Hall, Ph.D. ..... Instructor, Math and Physics
Sadie Oates, M.A. ..... Department Chair, Social Sciences
Farrah Owens, M.A.Ed. ..... Instructor, Social Sciences
Olga Paine, M.S. ..... Instructor, Science
Dana Parker, B.A., M.A.Ed. ..... Department Chair, Associate in General Education (AGE)
Marguerite Parker, M.A. ..... Instructor, English and Humanities
Jeff Ramey, M.A.Ed. ..... Instructor, Social Sciences
Catherine Reynolds, M.A. ..... Instructor, English and Humanities
Jeff Rorer, M.S. ..... Department Chair, Science
Kimberly Scholl, B.M. (Performance) ..... Administrative Secretary, Science
Phillip Schutt, M. Env. Mgt. ..... Instructor, Science
Jessica Sides, A.A., A.A.S. ..... Administrative Secretary, English and Humanities/Social Sciences
Anita Smith, M.A. ..... Lead Instructor, University Transfer and Foreign Language
Jenni Smith, M.A.Ed. ..... Instructor/Advisor, AGE
Lara Smith, M.A. ..... Instructor, Math and Physics
Vandana Srivastava, M.S., M.A.Ed.. ..... Instructor, Math and Physics
Daniel Stanford, M.F.A. ..... Instructor, English and Humanities
Katalin Szucs, Ph.D. ..... Math Coordinator, Math and Physics
James Ward, M.A.Ed. ..... Coordinator, UT/AGE Student Success Center
Christina Weeks, M.S. ..... Department Chair, Biotechnology
Stephanie Woodley, M.A. ..... Department Chair, Math and Physics
Daniela Zemanek, M.S. ..... Instructor, Math and Physics

Business Division

Donald E. Lee, Ed.D. ..... Dean, Business Division
Shelley Allen, M.S.Ed. ..... Instructor, Information Systems Technology, Networking Technology, CISCO Local Academy
Tyerice Armwood, M.S. ..... Instructor, Information Systems Technology, Programming
Timothy Bivans, B.A., B.S. ..... Instructional Coordinator, Information Systems Technology, Simulation and Game Development
Yuliya Bowen, M.B.A. ..... Instructor, Business Administration
Tim J. Broadwell, M.B.A. ..... Instructional Coordinator, Accounting
Hope V. Clark, M.A.Ed., C.A.S. ..... Instructional Coordinator, Marketing and Retailing
Katherine Clyde, M.B.A. ..... Instructional Coordinator, Business Administration
Shannon Cotnam, Ed.D. ..... Instructor, Information Systems Technology
John M. Daugherty, M.B.A. ..... Department Chair, Administrative and Medical Office Technology
Alison Davis, M.B.A. ..... Instructor, Business Administration/ Advising Center Coordinator
Leatrice T. Freer, M.B.A. ..... Instructor, Business Administration
Anthony Garner, M.A.Ed. ..... Instructional Coordinator, Information Systems Technology, Web Technologies
Charles Griffin, M.B.A. ..... Department Chair, Entrepreneurship, Marketing & Economics
Richard Grimes, A.A.S. ..... Technical Coordinator/ Continuing Education and Community Development
Emily Harrington, B.S.B.E. ..... Instructional Coordinator, Information Systems Technology, Computer Information Technology
Ray Heath, M.A. ..... Instructional Coordinator, Human Resources Management
Valentina Holder, M.A.Ed., R.H.I.A. ..... Instructor, Medical Office Administration
Joseph L. Jeansonne, M.S.I.T. ..... Instructional Coordinator, Networking Technology, Microsoft IT Academy
Lynn Lee, B.S. ..... Instructor, Office Administration
Marla McLawhorn, B.S., R.H.I.A., CPC ..... Instructor, Medical Office Administration
Jeffrey Mobley, M.S. ..... Instructor, Information Systems Technology
Priscilla Moore-Rodgers, A.A.S. ..... Adminstrative Assistant, Business Division
Bertha A. Mooring, A.A.S. ..... Administrative Assistant, Business Division
Karen Mozingo, M.S.A. ..... Department Chair, Business Administration
Bynum Murray, M.F.A. ..... Instructor, Simulation and Game Development
Daniel Rhem, M.B.A. ..... Instructor, Business Administration
Melissa Rhodes, M.P.A. ..... Instructor, Healthcare Management Technology
Gregory E. Robison, M.A.Ed. ..... Department Chair, Information Systems Technology

Karen Sabo, B.S. ..... Instructional Coordinator, Healthcare Management Technology
Charmaine Smith, M.A. ..... Instructional Coordinator, Information Systems - College Transfer
Sharon Smith, M.H.A. ..... Instructor, Healthcare Management Technology
William Sypawka, Ed.D. ..... Instructional Coordinator, Information Systems Technology, Programming
Robert P. Tallo, M.A.Ed ..... Instructor, Accounting
Wanda Card Tenpenny, B.S., R.H.I.A., CPC ..... Instructional Coordinator, Medical Office Administration
Denise Whitfield, M.A.Ed. ..... Instructional Coordinator, Healthcare Business Informatics
Allyson Woolard, B.S., R.H.I.A., CMRS ..... Instructor, Medical Office Administration
Kathy Worthington, M.S. ..... Instructional Coordinator, Office Administration
VACANT ..... Instructor, Information Systems Technology, Computer Information Technology
VACANT ..... Instructor, Office Administration
VACANT ..... Instructor, Medical Office Administration

Construction and Industrial Technology Division

Van Madray, Ph.D. ..... Dean, Construction and Industrial Technology Division
Catherine G. Cahoon, A.A.S. ..... Administrative Assistant, Construction and Industrial Technology Division
Harold Eugene Davis, B.S. ..... Instructor, Mechanical Engineering Technology
Keith G. Drury, B.A. ..... Instructor, Air Conditioning, Heating and Refrigeration Technology
Wendy S. Evans, B.S. ..... Administrative Secretary, Construction and Industrial Technology
William E. Everett, A.A.S. ..... Instructor, Air Conditioning, Heating and Refrigeration Technology
Tony F. Gallardo, A.A.S. ..... Curriculum Coordinator, Industrial Systems Technology
Kimberly B. Gaylord, B.S. ..... Instructor, Mechanical Engineering Technology
Peter E. Gregory, A.A.S. ..... Instructor, Automotive Systems Technology
William M. Hill, B.S. ..... Department Chair, Building Construction Technology
William B. Hofler, M.S. ..... Instructor, Architectural Technology
M. Derek Hunter, CMfgT, A.A.S. ..... Department Chair, Industrial Technology
Keith G. Kinlaw, A.A.S. ..... Curriculum Coordinator, Welding Technology
Michael L. Knight, A.A.S. ..... Curriculum Coordinator, Electrical/Electronics Technology

Norman K. Lilley, B.S. .....Department Chair, Automotive Systems Technology
David G. Manning, A.A.S.....Curriculum Coordinator, Industrial Management Technology/Campus Safety Officer
Calvin J. Mayo, A.A.S. .....Curriculum Coordinator, Computer Integrated Machining
Glenn A. Morrison, A.A.S. .....Instructor, Building Construction Technology

William E. Mozingo, A.A.S. .....Department Chair, Air Conditioning, Heating, and Refrigeration Technology
James T. Pinkham, B.F.A. .....Instructor, Building Construction Technology
Jerry Pittman, A.A.S. .....Curriculum Coordinator, Horticulture Technology
Eddie C. Sherrod, A.A.S. .....Department Chair, Electrical/Electronics Technologies
Amy T. Stephenson, B.S. .....Curriculum Coordinator, Electronics Engineering Technology
Joseph Strickland, A.A.S. .....Instructor, Electrical/Electronics Technology
Prentice Tyndall, Jr., B.S.....Instructor, Electronics Engineering Technology
Walter G. Underwood, A.A.S. .....Instructor, Automotive Systems Technology
Leonard C. Van Staalduinen, B.E.D.A.....Department Chair, Architectural Technology
Maurey D. Verzier, B.F.A. .....Instructor, Architectural Technology
Stephen R. Whitlock, B.S. .....Instructor, Electronics Engineering Technology
Teresa A. Williams, B.S. .....Instructor, Welding Technology

Foundational Studies

Hilda P. Barrow, M.A.Ed .....Dean, Foundational Studies
Katrina Arnold, B.A., M.A. .....Coordinator/Instructor, Transitional Studies
Jessica Blake, M.A.Ed. .....Instructor, Developmental Math
LaKisha Cherry, M.S. .....Administrative Assistant, Foundational Studies
Laura Lynne Corbett, A.A.....Data Management Specialist
Janice Fisher, M.S.....Instructor/Coordinator, ESL
Allison Flowers, B.A. .....Instructor, Developmental English
Edwin Franklin, M.S.....Instructor, English – Developmental
Regina Garcia, M.A.Ed.....Instructor, English – Developmental
Belinda Grubbs, M.A.Ed. .....Instructor/Coordinator, Transitional Studies
Anna T. Holtvedt, B.A. .....Instructor, Learning Center
Mary T. Hopkins, M.S.A., B.A., B.S. .....Instructor/Coordinator, Transitional Studies
Jackie Jones-Dickens, B. A.....Instructor, Adult Basic Education
Rebecca Knapp, B.S. .....Instructor, Developmental Studies
Jennifer Leigh, B.A.....Instructor, English – Developmental
Glynis Mullins, B.S.....Instructional Coordinator, Mathematics – Developmental

Ella B. Pitt, A.A.S. ..... Administrative Secretary, Transitional Studies
Dustin Sharp, B.S ..... Instructor, Mathematics - Developmental
Jean Sherrod, B.S., M.A. ..... Instructor/Coordinator, Transitional Studies
Darlene Smith-Worthington, M.A ..... Instructional Coordinator, Developmental Studies
Tereasa Staton, B.S. ..... Instructor/Coordinator, Transitional Studies
Sallie Stone, M.A.Ed. ..... Instructor, English – Developmental
Bonnie Sutton, B.S ..... Technical Assistant, Academic Skills Lab

Dini Taylor, A.A.S. ..... Administrative Assistant, Developmental Studies/ Transitional Studies Data Entry Assistant
Elizabeth Turnage, B.A ..... Instructor, Study Skills - Developmental
Nicholas Vick, M.A. ..... Director, Tutorial Services
Beverly Webster, B.A., M.A. ..... Coordinator, GED Testing
Laurie Weston, M.A ..... Department Chair, Transitional Studies
Cheri White, M.A ..... Achievement Coach/Instructor, English - Developmental, SPAN Coordinator
William White, B.S. ..... Instructor, Mathematics – Developmental
Peggy A. Williams, B.S ..... Instructor, Adult Basic Education

Health Sciences Division

Donna V. Neal, M.A.Ed., RRT, RCP ..... Dean, Health Sciences Division
Janet Adams, B.A., CHUC ..... Instructor, Medical Assisting/ Medical Office Administration
Rhonda Asher, B.S.M.T, (ASCP), C.M.A.,(AAMA) ..... Instructor, Medical Assisting
Wendy W. Ayscue, M.A.Ed., RRT, RCP ..... Department Chair, Respiratory Therapy & Polysomnography
Chastity Bass, A.A.S., C.M.A.(AAMA) ..... Instructor, Medical Assisting/CPR
Laquan Black, B.S., RHIT ..... Instructor, Health Information Technology
Lynne Braxton, M.S.N., R.N., CDE ..... Instructor, Nursing
Tavondia Burdett, M.A., R.N. ..... Instructor, Nursing
DiAnne Cannon, A.A.S., CST ..... Administrative Secretary, Health Sciences Division
Karen Carpenter, M.S.N., R.N., A.N.P ..... Instructor, Nursing
Scott J. Clinefelter, CNMT, RTN, M.A.Ed. ..... Instructional Program Director, Nuclear Medicine Technology
Tina Clinefelter, R.T. (R), (CT), (MR), M.S. ..... Program Director, CT/MRI Technology
Kendall Commodore, B.S.R.T., RRT, RCP ..... Instructor, Respiratory Therapy
Heather F. Costanzo, B.S., RDMS, RDCS, RVT ..... Program Director, Medical Sonography/Echocardiography
Pamela Dail, M.A.Ed., R.N. ..... Instructor, Nursing
Mary F. Daniel, M.A.Ed., RT-R(M) ..... Program Director, Mammography

Renee Dawson, B.F.A., COTA/L ..... Instructor, Occupational Therapy Assistant

Candace Frye, M.A., LMBT ..... Program Director, Therapeutic Massage

Kelly M. Gargiulo, B.S., RT(T) ..... Clinical Coordinator, Radiation Therapy

Gerald "Jay" Gaskins, M.S.N., R.N. ..... Instructor, Nursing

Kay Gooding, M.P.H., M.A.Ed., R.H.I.A ..... Consortium Director, HIT Region D Consortium, Health Information Technology

Teresa W. Griffith, M.A.Ed., CNMT, PET ..... Instructor, Nuclear Medicine & Positron Emission Tomography

Tommianne Haithcock, M.A., COTA/L ..... Fieldwork Coordinator, Occupational Therapy Assistant

Christine Harris, A.A.S., C.M.A.(AAMA) ..... Instructor, Medical Assisting/ CPR Coordinator, CTC Training Center

Rosalie Jacobi Hutchens, B.F.A., LMBT ..... Administrative Secretary, Fieldwork Placement

Kelli Jones, M.S.N., R.N. ..... Instructor, Nursing

Kimberly Jordan, A.A.S. ..... Administrative Assistant, HIT Region D Consortium

Alison Knox, M.S.N., R.N. ..... Instructor, Nursing

Ann Brown Land, A.A.S., CEOE ..... Administrative Assistant, Health Sciences Division

Karen M. Lee, M.A.Ed., RT(R) ..... Program Director, Radiography

Ryan Lewis, M.S.N., R.N. ..... Instructor, Nursing

Shawne Llewellyn, M.S.N., R.N., F.N.P. ..... Instructor, Nursing

Allison Manning-Moore, B.S., RDMS, RVT ..... Clinical Coordinator, Medical Sonography

Sandra G. Mathis, B.A., RPSGT, RST, RLVT ..... Program Director, Polysomnography

Kimberly Mills, M.A., RT(T) ..... Clinical Coordinator, Radiation Therapy

Susan Moore, CNMT, A.A.S. ..... Clinical Coordinator, Nuclear Medicine Technology

Valerie R. Opphile, B.S., RT(R) ..... Clinical Coordinator, Radiography

Pamela Paige-Gorham, RT-R, A.A.S. ..... Instructor, Radiography

Gayle Pate, B.S., LMBT ..... Clinical Coordinator, Therapeutic Massage

Wendy Perrini, M.S., OTR/L, CHT ..... Department Chair, Occupational Therapy and Therapeutic Massage

Amber Ream, M.S.N., R.N. ..... Instructor, Nursing

Karen Speight, A.A.S., RT(R), RDMS, RVT ..... Instructor, Medical Sonography

Elaine Spencer, M.A., R.T.(T) ..... Department Chair, Radiologic Sciences Program Director, Radiation Therapy Technology/Medical Dosimetry

Krystal Sugg, A.A.S., A.S., C.M.A.(AAMA) ..... Department Chair, Medical Assisting

Rusty Sugg, B.A.S., RRT-NPS, RRT-ACCS, RCP .... Clinical Education Director, Respiratory Therapy

Natasha Thompson, B.A. ..... Administrative Assistant, HIT Workforce Training

Elizabeth DeJesús Toderick, M.S.N., R.N., CNE ..... Director, Nursing
Ashleigh Walker, B.S., RHIA, CCS-P ..... Instructor, Health Information Technology
Carol Walston, B.S., RHIT, CPC ..... Program Director, HIT Workforce Training
Bruce Warrender, BSRC, RRT, RPSGT, RST..... Clinical Coordinator, Polysomnography

Public Services and Fine Arts Division

Daniel Mayo, Ed.D. ..... Dean, Public Services and Fine Arts Division
Matthew Amante, M.A. ..... Instructor, Fine Arts Program
Philip Baggett, M.A. ..... Department Chair, Criminal Justice
Kim Barber, MSW, LCSW ..... Coordinator/Instructor, Gerontology
William L. Boyle, B.A. ..... Instructor, Specialized Firearms, DOC Firearms
Nancy Bunch, A.D.N. ..... Coordinator/Instructor, Nurse Aide I
Lora G. Clark, B,A., J.D. ..... Department Chair, Paralegal
Vicki Coleman, B.A., J.D. ..... Instructor, Paralegal
Gina C. Cox, M.F.A. ..... Instructor, Fine Arts Program
Robert L. DeSoto, M.S., M.S.W., A.C.S.W, C.C.S.W. ..... Instructor, Human Services Technology
Cyndra H. Gasperini, M.S.H.E., M.A.Ed. ..... Department Chair, Early Childhood
Cara N. Herrington, M.S., LPC, CRC-MAC, CCAS, CSI ..... Substance Abuse Program Coordinator/Instructor, Human Services Technology
Stacy Jarrell, B.F.A. ..... Instructor, Advertising and Graphic Design
Sherri Joyner, M.S. ..... Instructor, Criminal Justice
Nicole Mitchell, M.S., CDFR ..... Instructor, Early Childhood
Mike Nicholson, M.A. ..... Instructor, Criminal Justice
Lisa Peralta-Schrade, M.S., CRC, LPC, LCAS, CCJP Instructor, Human Services
Melissa D. Rees, M.S., B,K. ..... Instructor, Early Childhood
Michael Stephenson, M.M. ..... Instructor, Music
C. Ray Taylor, M.A., M.A.Ed., Ed.D., L.P.A. ..... Department Chair, Human Services Technology
Dawn Vaughan, M.S. ..... Instructor, Criminal Justice
Charity Valentine, M.F.A. ..... Coordinator, Fine Arts Program
Jody B. Venters, A.A.S..... Administrative Assistant, Public Services and Fine Arts
Eleanor M. Willard, M.F.A. ..... Department Chair, Advertising and Graphic Design
Wendy Wooten, B.S. ..... Administrative Assistant, Law Enforcement Training
VACANT ..... Instructional Coordinator, Law Enforcement Training

Continuing Education and Community Development

David Lusk, Ed.D. ..... Dean, Continuing Education and Community Development
Shareen Berkowitz, A.A.S. ..... Counselor, SBC GATE Program
Sidette Boyce Brown, B.S., M.A. ..... Director, Healthcare Program
Lorri Brewer ..... Administrative Assistant, EMT/EMS Program
Glenda Cannon, A.A.S. ..... Administrative Assistant, Healthcare Programs
Vickie Carr, A.A.S. ..... Administrative Assistant to the Dean, Continuing Education and Community Development
Wendy Dunbar, B.S ..... Administrative Secretary, Small Business Center
JoAnn Elkins, A.A.S. ..... Assistant Registrar of Continuing Education and Community Development
Jim Ensor, C.P.P., M.B.A. ..... Director, Small Business Center
Thomas Forrest, B.S., M.J.A. ..... Coordinator, Detention Program
Tonya Forrest, R.N. ..... Instructor, Nursing Assistant Program
Cindy Halliday, B.S., B.A. ..... Instructor/Coordinator, Computer Technology Programs
Mary Higgs ..... Administrative Assistant, Occupational Extension, Technology Programs and HRD
Linda Howery ..... Cosmetology
Jerry L. Jones, M.S., M.L. ..... Instructor/Coordinator, Industrial Technology
Glenda Joyner, B.S ..... Coordinator, Human Resources Development
Ernis Lee, B.A ..... Director, College Outreach
Brandy Maxwell, A.A.S. ..... Administrative Assistant, Business and Industry Services
Alexandria McCoy, A.A.S. ..... Administrative Assistant, Fire and Rescue
Angela Jones Moore ..... Admissions and Registration
Gail Nichols, B.S. ..... Coordinator, Small Business Center
Mary Paramore, M.A.Ed. ..... Director, Business and Industry Services
Debra Premo, R.N., B.S.N. ..... Coordinator/Instructor, Nursing Assistant Program
Lisa Smith, B.S. ..... Instructor/Coordinator, Occupational Extenion Programs
Janos Varag ..... Instructor/Coordinator, Fire and Rescue Training
Karyn Vines ..... Instructor/Coordinator, Career Readiness
Wendy Wooten, B.S.B.A. ..... Administrative Assistant, Law Enforcement Training
VACANT ..... Business Counselor, Small Business Center

OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES

Don Heisey, B.S. ..... Vice President, Administrative Services
Connie S. Lloyd, B.S., C.B.M.I. ..... Internal FTE Auditor
Julie H. Moseley ..... Administrative Assistant to the Vice President, Administrative Services

Campus Police

Jay Shingleton, B.S. ..... Chief, Campus Police
Timothy Barfield, BLET Certified ..... Captain, Campus Police
Issac Barrett, BLET Certified ..... Campus Police Officer
Brian Commodore, BLET Certified ..... Campus Police Officer
Donna C. Huggins, A.A.S. ..... Dispatcher/Administrative Secretary, Campus Police
Alexander LeKnight ..... Dispatcher
Kenton Ross, B.S. ..... Campus Police Officer
Tyrone Turnage, Jr., BLET Certified ..... Sergeant, Campus Police

Facility Services

Timothy Strickland ..... Director, Facility Services and Construction Management
Ashleigh Arp, A.A.S. ..... Administrative Secretary Assistant
Keith W. Bielby, Sr., Diploma ..... Maintenance Technician
Nicole Blackshear Juarez ..... Administrative Secretary, Facility Services
Willie Brown, Jr., Diploma ..... Housekeeper
Kelvin Cox ..... Maintenance Technician Assistant
Mae Lee Daniels ..... Housekeeper
George Dupree, A.A.S. ..... Maintenance Technician
Patrick Keefe ..... Maintenance Technician
Oswald "Buddy" Lewis ..... Maintenance Technician
Timothy Moore, Electrical License, Diploma ..... Assistant Director, Facility Services
Thomas Rouse, A.A.S. ..... Maintenance Technician

Human Resources

Mike Shreves, B.S.B.A., S.P.H.R. ..... Director, Human Resources
Mistie Butler, A.A.S. ..... Human Resources Records Specialist
Louise Germain, B.A. ..... Administrative Secretary, Human Resources
Kay Lee, A.A.S. ..... Human Resources Assistant
Stephanie Posey, B.A., B.A. ..... Human Resources Assistant

Administrative Services and Information Technology

Rick Owens, M.B.A., B.S. ..... Assistant Vice President, Administrative Services & Information Technology
Khalid Abdelfattah, M.S., B.S. ..... Programmer/Analyst
Kris Anderson, B.S. ..... HelpDesk Supervisor
Lillie Andrews, A.A.S. ..... Courier Services Technician
Brian Bothern, A.A.S., CNA ..... Systems Administrator, Colleague
Jason K. Bratton, A.A.S. ..... Information Technology Analyst
Scott Chauncey, B.S.BA. ..... Equipment and Inventory Control Officer

Robert B. Conway.....Manager, Courier/Shipping and Receiving
Susan D. Counterman, B.S. .....System Programmer
Jason Freeman, A.A.S., B.S. ..... Personal Computer Technician
Kirk Grice, A.A.S.....Network Technician
Chuck Hauser, M.A., B.A. ..... Senior Systems Administrator, Colleague
Karen LeMoine, B.S., CCNA, CCAI..... Network Administrator
James P. Leo..... Coordinator, IT Research & Special Projects
William R. Lewis, II, B.S.....Director, Infrastructrue Services
Paul Lilley, A.A.S. ..... Personal Computer Technician
Rudy Lloyd, B.S. ..... Courier Services Technician
Kathryn T. Minnick, A.A.S. ..... Administrative Assistant,
Assistant Vice President, Administrative Services & Information Technology
Janet Mintern, A.A.S.....Director, Administrative Computing
Frank Norris, A.A.S. ..... Web Administrator
Billy Vines, A.A.S.....Systems Administrator, Instructional
Wes Wooten, B.S.B.A., A.B.A., A.A.S. .....Director, Computer Support
Roy Wooten..... Courier Services Technician

OFFICE OF THE CHIEF FINANCIAL OFFICER

Ricky D. Brown, M.B.A. ..... Chief Financial Officer
Vickie Bowen.....College Store Clerk
Kelly J. Clark, A.A.S. .....Administrative Assistant, Chief Financial Officer
Frances Daugherty .....Head Cashier
Holly A. Edwards, B.S.....Manager, College Store
Becky Godley.....Payroll Technician
Pat Hardee, A.A.S. ..... Purchasing Technician
Kathryn T. Harrison, A.A.S.....College Store Clerk
Tia S. Holloman, B.S.B.A.....Staff Accountant
Cynthia Jernigan, M.B.A. .....Staff Accountant
Terra Jones, B.S.B.A.....College Store Clerk
Bethany Lane, A.A.S. .....Staff Accountant
Amanda Murray, B.S. .....Accounts Receivable Technician II
Angie Peaden, A.A.S. .....Accounts Payable/Travel Technician
Julie Peaden .....Payroll Manager
Wade Quinn, Jr., A.A.S. .....Director, Purchasing
Sandra Richardson ..... Purchasing Technician
Gloristeen Roberson, A.A.S.....Manager, Copy Center
Alex Wadford, B.S.B.A. .....Assistant Manager, College Store
Samantha Whitehurst, A.A.S. ..... Cashier
Tracey Yarborough, A.A.S. ..... Accounts Receivable/Cashier Supervisor
VACANT ..... Accounting Technician

OFFICE OF THE VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT

Susan Q. Nobles, M.Ed. ..... Vice President, Institutional Advancement
Gretchen Baugh, A.A.S. ..... Marketing Specialist
Marianne K. Cox, M.A.Ed. ..... Coordinator, VISIONS/HORIZONS Programs
Lisa B. Elmore, CEOE, A.A.S. ..... Administrative Assistant to the Vice President, Institutional Advancement
Rob Goldberg, B.A. ..... Director, Media Relations
Lynne James, M.S.P. ..... Development Director
Jane Power, B.I.D. ..... Director, Marketing
Ashley Dews Smith, M.P.A. ..... Director, Alumni Relations
Lynn Smith ..... Administrative Secretary
VACANT ..... VISIONS Program Specialist
VACANT ..... Media Relations Specialist
VACANT ..... HORIZONS Program Specialist

OFFICE OF THE VICE PRESIDENT OF STUDENT DEVELOPMENT SERVICES

Donald R. Spell, Ed.D. ..... Vice President, Student Development Services
Ella L. Atkinson, A.A.S. ..... Assistant Registrar
William (Junior) Bailey, B.S. ..... Student Activities Specialist/ Athletic Director/Softball Coach
Alisha S. Battle, B.S.B.A. ..... Placement Testing Assistant
Janet Brewer, A.A.S. ..... Financial Aid Assistant
Dollie A. Brown, A.A.S. ..... Admissions and Records Specialist
Joanne T. Ceres, M.A. ..... Director, Enrollment Management and Registrar
Sharon Ceres, B.A. ..... Coordinator, Placement Testing
Yvette Chauncey, A.A.S. ..... Transcript Analyst
Richard Cherry, B.A. ..... Assistant Director, Financial Aid Services
Angela Cline, M.P.A. ..... Student Development Services Data Analyst
Angela Council, B.S. ..... Admissions and Records Specialist
Nicole Coutouzis, M.A. ..... Intramurals/Recreation Coordinator
Tytishia Davis, M.S., LPC, NCC ..... Counselor & Student Assistance Program Coordinator
Phyllis Dixon, A.A.S. ..... Adminstrative Secretary, Financial Aid
Angelene R. Dixon-Green, A.A.S. ..... Administrative Secretary, Counseling
Betty Foreman, A.A.S. ..... Administrative Assistant, Student Services
Lyudmila Galeyera, M.S. ..... Math/Science Academic Specialist, TRIO Student Support Services
Derrick Hardy, B.S.W. ..... Veteran Outreach Specialist
Andrea Harper, A.A.S. ..... Admissions and Records Specialist
Margie Harris, B.B.A. ..... Admissions and Records Specialist
Lenora Harvey, A.A.S., B.S. ..... Administrative Secretary, Disability Services
William Hitt, M.S., LPC-A ..... Counselor

Kalesha James, B.A. ..... Financial Aid Assistant
Rosemary Johnson, M.B.A. ..... Financial Aid Assistant
Jennifer Jones, B.S. ..... Admissions and Records Specialist
Rhonda Jones, A.A.S. ..... Financial Aid Assistant
Helen M. Kelley, B.S. ..... Administrative Secretary/Switchboard
Angelia Lightfoot, M.P.A. ..... Counselor/Disability Specialist
Norma Manning, B.S. ..... Financial Aid Assistant
April L. Moore, B.S.B.E. ..... Administrative Assistant to the Vice President, Student Development Services
Christy L. Moore, M.S. ..... EOC Coordinator
Nadia Moore, M.B.A. ..... Administrative Secretary, TRIO Student Support Services
Tonya A. Moye, A.A.S. ..... Financial Aid Assistant
LaTonya M. Nixon, M.A. ..... Director, TRIO Student Support Services
M. Arwen Parris, B.S. ..... Career Services Coordinator
Erin Perkins, B.S. ..... Administrative Secretary, Financial Aid
Theresa Rawls, B.S. ..... Administrative Secretary, Counseling
Lisa M. Reichstein, B.S. ..... Director, Financial Aid Services
Leslie D. Rogers, M.Ed. ..... Assistant Vice President, Student Services
Sonji Rowsom, B.S. ..... Coordinator, Veterans Affairs
Sandra Saunders-Smith, M.S. ..... EOC Outreach Specialist, Edgecombe Community College
Mary Lee Smart, A.A.S. ..... Administrative Secretary, Placement Testing/Student Services
Jasmin Spain, M.Ed. ..... Director, Student Mentoring, Conduct and Academic Progression
Marguerite C. Stephens, M.A.Ed. ..... Coordinator, Student Activities
Olivia Sutton, M.S. ..... Counselor
Bershuan Thompson, B.A. ..... EOC Outreach Specialist
Mary Tyson, B.S. ..... Financial Aid and Registration Customer Service Representative
Starlette Vaught, B.S., M.A. ..... Director, Disability Services
Andrew Walker, B.S. ..... Director, Career and Academic Planning
Shaneeka Waterman, M.S. ..... Career Counselor
Kim Waters, M.S. ..... Counselor, TRIO Student Support Services
Shakeena White, M.A.Ed. ..... Counselor
Kimberly Williamson, Ed.D. ..... Coordinator/Lead Counselor
VACANT ..... Director, PCC Global
VACANT ..... English/Reading Academic Specialist,
VACANT ..... Counselor/Student Success TRIO Student Support Services

GENERAL INFORMATION

HISTORY OF THE COLLEGE

In March, 1961, Pitt Community College was chartered and designated by the North Carolina State Board of Education as an industrial education center. The college began its operation as Pitt Industrial Education Center during the same year. Dr. Lloyd Spaulding served as the first president of the center. The programs developed and expanded, and in 1964, the school was designated a technical institute. The name was changed in July 1964, to Pitt Technical Institute, and it opened in its new facility, the Vernon E. White Building, in September 1964, with nine curricula and 96 students.

Dr. William E. Fulford served as the institution's president from 1964-84. During those two decades, the institution's enrollment continued to grow, two technical classroom buildings were constructed, and the college expanded its instructional focus to include college transfer programs by becoming a comprehensive two-year community college. In 1979, the NC General Assembly enacted a bill that changed Pitt Technical Institute to Pitt Community College.

Dr. Charles E. Russell was named President of Pitt Community College in 1984. He served as President until August 2003. During his leadership, the college's annual enrollment grew to 7,822 curriculum and 11,045 non-curriculum students. Due to the enrollment growth, the campus constructed seven new classroom facilities and purchased 103 acres of land for campus expansion.

The growth of the college also increased the demand of services that the college provided for students. In 1996, the college began its participation in Division I intercollegiate baseball. During the next 12 years, the college expanded its athletic programs to include intramural sports and golf, women's softball and volleyball, men's baseball and basketball intercollegiate programs.

In the Fall of 1997, Pitt Community College, as well as the entire North Carolina Community College system, converted from a quarter system to a semester system. This significant academic process change, as well as the development of internet based instruction, and the implementation of a new system-wide computer information system enhanced educational opportunities for the college's students.

In 2003, Dr. G. Dennis Massey was selected to serve as the college's fourth president. During his leadership, the college has developed two facility master plans, a strategic plan, expanded its curriculum and non-curriculum programs, increased its enrollment, increased its number of faculty and staff employees, offered instruction in centers located throughout the community, and implemented a professional development plan and leadership institute.

Since 2004, the college has developed five community-based centers to provide instructional services to specialized populations:

1. Greenville Center - Continuing Education, Small Business Center, and Law

Enforcement Training
2. Pitt County Technical Center - Biotechnology and Bioprocessing programs
3. Public Safety Training Center - firing range
4. Greenville Intergenerational Center - Construction design and building laboratory.
5. Bernstein Healthcare Center - Basic Skills

Throughout PCC's history, continued enrollment growth has demanded an expansion of college instructional facilities. Since 2002, PCC has ranked last among the 58 NC community colleges in the number of square footage of space provided for its students. The college has successfully participated in three local bond referenda and one statewide bond referendum to generate funding for classroom buildings.

In addition to local and state funding, the college has secured grants and developed support from its foundation. In 2008-2009, the PCC Foundation secured $7.1 million in a capital campaign for the expansion of the health sciences facilities, to enhance program and scholarship endowments, to purchase new technology, and to fund professional development funds for the college's employees.

In August 2010, the Herman Simon Building (health sciences facility) opened. During fall semester 2010, the college began construction of the Charles Russell Building, an automotive and construction classroom building and a facility services building.

In 2012, Pitt Community College offered 62 curriculum programs and 151 credentials. In support of the college's mission to educate and empower people for success, the institution strives to provide high quality general education, liberal arts and sciences, career education, continuing education, and developmental education. PCC has become well recognized for its excellent health science programs, business, industrial, construction, public safety programs, college transfer programs, and collaborative programs with local public schools. A total of 22,337 students were served by PCC in 2011-2012. The college ranks seventh according to enrollment among the NC Community College System.

LOCATION

The College is located on Highway 11 South, between Greenville and Winterville. The College's physical address is 1986 Pitt Tech Road, Winterville, NC 28590. The mailing address is P. O. Drawer 7007, Greenville, NC 27835-7007. The shipping address is 2064 Warren Drive, Winterville, NC 28590. The web address is www.pittcc.edu.

PITT COMMUNITY COLLEGE MISSION

The mission of Pitt Community College is to educate and empower people for success.

PITT COMMUNITY COLLEGE VISION STATEMENT

Pitt Community College will be

- A catalyst for transforming the individual and community.
- A recognized leader for accessible learning programs and services.
- A creative partner with business and industry to enhance community and economic development.
- A competent steward of public trust and confidence.

PITT COMMUNITY COLLEGE GOALS

Goal 1: Student and Community Access
Goal 2: Student Success
Goal 3: Program Excellence

DIVERSITY LEADERSHIP STATEMENT

Pitt Community College is committed to creating and fostering an environment which is conducive to the inclusion of minorities and females in student, faculty, and staff leadership roles. We believe that the basis of diversity is to create a climate in which the needs, values, and talents of individuals of all cultures and backgrounds are recognized, understood, and addressed in our classrooms and in our workplace.

GENERAL EDUCATION REQUIREMENTS

Pitt Community College defines general education as the measurable knowledge, intellectual concepts, and attitudes that serve as the foundation for success within all programs of study and throughout life. Graduates who complete degree programs are required to master three core general education competencies, which the college measures using a rubric-based assessment model. Results of our annual assessment are analyzed so that they may be used to strengthen and improve student learning outcomes in

- Effective communication
- Critical thinking
- Program-appropriate use of technology

NON-DEGREE CURRICULUM CREDIT

Students may enroll in available courses from different curricula for possible transfer or self-improvement. These students will be classified as Special Credit students (T90990).

ADMISSIONS

Pitt Community College operates under the open-door admissions policy established in the North Carolina General Statute 115.D. All community colleges maintain an open-door admissions policy for applicants who are high school

graduates or high school leavers 18 years of age or older. The College has the right to selectively place these applicants. For admissions information call (252) 493-7232.

GENERAL ADMISSIONS

The basic requirements for curricular programs are as follows:

1. The College requires high school graduation or the high school equivalency diploma for all Associate in Arts, Associate in Fine Arts, Associate in Science, Associate in General Education and Associate in Applied Science degrees and for most diploma and certificate programs. An official high school transcript from a high school recognized by the Department of Education or equivalency certificate is required. (Note that a "certificate of attendance" does not constitute high school graduation). Certain diploma and certificate programs require students to have at least eight units of high school work or special permission granted by the department chair. Those selected programs not requiring high school graduation are:

   Basic Wiring (certificate option)
   Electrical/Electronics (diploma option)
   Industrial Controls (certificate option)
   Programmable Logic Controllers (certificate option)
   Residential Carpentry (diploma option)
   Welding Technology (diploma and certificate options)

2. Each applicant must submit a completed Application for Admission. The student application process includes a career interest inventory provided by the College Foundation of North Carolina (CFNC). You must complete the inventory so that the College can help you identify career choices that match your ineterest, abilities, skills and desired income. This inventory takes only 10-15 minutes to complete. A direct link is provided to you at the end of the application process.

3. All students take placement tests with the exception of those transfer students who have successfully completed college-level English and mathematics. To qualify for a waiver based on this exception, the student must present a post-secondary transcript documenting the college-level English and/or mathematics to the Admissions and Records Office. Waivers are also available for students who have made a specified minimum score on the SAT or ACT. (See the section "Placement Testing" on page 37 for additional information.)

4. Each applicant is encouraged to make an appointment with a counselor for a personal interview prior to enrollment in the College. The counseling session is designed to acquaint the student with the College and to help the student make a wise choice in program selection.

5. Each applicant should make an appointment to see his/her assigned advisor in the selected program of study. The first advising session will introduce

the student to the academic requirements and courses necessary to complete the program of study. Subsequent advising sessions will guide the student in creating an educational plan for academic and career goals, choosing appropriate courses, creating semester schedules, and completing graduation requirements or transferring to a senior institution.

ADMISSION OF HOME SCHOOLED STUDENTS

Home schooled students must submit a copy of the home school's approved registration from the state in which they are registered and an official transcript including the graduation date and documentation of completion of competency testing. Please note that the NC Division of Non-Public Education home school laws apply only to schools enrolling students of compulsory attendance age (at least 7 years of age but not yet 16 years of age.) Home schools are not empowered by state law to issue diplomas to post high school age students. They may, however, obtain their high school diplomas either through the NC Community College adult high school diploma program or through its GED program. See http://www.ncdnpe.org/FAQs/hhh114e.aspx.

REFUSAL OF ADMISSION POLICY

In accordance with *23 NCAC 02C.0301d, it is the Policy of Pitt Community College that admission may be refused to any applicant during any period of time that the student is suspended or expelled from any other educational entity. The Office of the Vice President for Student Development Services is responsible for applying and enforcing this policy.

NEW STUDENT ORIENTATION

The Office of New Student Orientation assists incoming students in transition to Pitt Community College. The office collaborates with many campus departments, faculty and staff to provide important information and to facilitate the course registration process. Programs provided include Academic Divisional Orientations, New Student Orientation Day and new student information sessions. Find additional information on the PCC website at http://www.pittcc.edu/acaemics/student-orientation/index.htm.

PLACEMENT TESTING

The NC Diagnostic Assessment and Placement (NC-DAP) test is offered during select lab hours by appointment. Distance Learning Students should contact the Placement Testing Office or visit the Placement Testing website for information about distance learning testing. The NC-DAP test is an untimed computer based placement test. Students who require special accommodations will be referred to the Disability Services Director.

A PCC application must be turned in before taking the placement test. A picture I.D. is required for testing. Children are not allowed in the testing lab.

Students who have taken the SAT and scored a minimum of 500 on the verbal portion of the old test or the critical reading section of the new version of the

test will be exempt from the English placement test. Those that have scored a minimum of 500 on the math portion of the test will be exempt from the math and computer skills placement tests. Students who have taken the ACT must receive an average score of 20 on the English and reading portions to be exempt from the English placement test and/or 23 on the math test to be exempt from the math and computer skills placement tests. In order to receive a waiver from the placement test, students must provide a copy of the score report to the Testing Coordinator. These minimum scores are subject to change without notice. For further information about Placement Testing call (252) 493-7561.

Students who have taken the NC-DAP test at another North Carolina community college may have their scores sent to the Pitt Community College Placement Testing Office. These scores can be used to place students into the appropriate English and/or math course(s).

To be exempt from the computer skills placement test and CIS 070, students must meet one of the criteria below (proper documentation must be on file):

- Acceptable placement test scores
- CLEP Information Systems and Computer Applications score of 50 or higher
- IC3 Certification
- Successfully completed Computer Applications 1 and 2 in high school
- SAT math score of 500 or higher
- ACT math score of 23 or higher
- Post-secondary degree from an accredited institution
- Successfully completed Computer Engineering I (7991) and/or Computer Engineering II (7992)
- Successfully completed Honors Computer Engineering Technology II (7992)
- Successfully completed Computer Programming I (6421)
- Successfully completed AP Computer Science A (2508)
- Successfully completed Networking I (6341)
- Successfully completed Network Administration II - Linus (6345)
- Successfully completed Honors Network Administration II - Linux (6345)
- Successfully completed e-Commerce I (6415) and/or e-Commerce II (6416)
- Successfully completed Honors e-Commerce I (6415) and/or Honors e-Commerce II (6416)
- Successfully completed Microsoft Word, PowerPoint and Publisher (6417)
- Successfully completed Microsoft Excel and Access (6419)
- Successfully completed Multimedia WebPage Design (6414)

FOREIGN LANGUAGE PLACEMENT TESTING

Students who are heritage speakers or who have taken one or more semesters of foreign language in high school are encouraged to take a foreign language

placement test. The test is available for current PCC students as well as prospective students who have not taken a college level foreign language test. The placement test is used to place students into the appropriate course associated with their skill level. After successful completion of the course into which a student placed, the student can complete a credit by exam for each of the prerequisite courses out of which they placed to receive credit for those courses. Students do not earn academic credit for courses out of which they placed unless they successfully complete credit by exam.

CLEP (COLLEGE LEVEL EXAM PROGRAM) TESTING

CLEP exams are offered through the Placement Testing Office. CLEP exams allow people who have acquired comprehensive subject knowledge through independent or prior study, on-the-job training or cultural pursuits to show that they have mastered college-level material. An appointment is needed to take the CLEP test. There is a fee to take the CLEP test. Please call Placement Testing for the most current fee information.

Each institution sets their CLEP policy. Here is the CLEP policy at PCC:

1. Only credits from courses approved by PCC will be granted.
2. Official CLEP score reports should be sent to Pitt Community College as part of the admissions application process. "Official" score reports (sent directly from The CollegeBoard to PCC) can be requested by visiting The College Board website atwww.collegeboard.com.
3. CLEP Credit may not be counted as part of the class load for financial aid purposes, athletic or extracurricular eligibility.
4. While there is no limit to the number of credits that may be earned by passing CLEP exams, students must successfully complete a minimum of 25% of the credit hours required for the degree, diploma, or certificate through PCC (see graduation requirements for more information).
5. Credits for CLEP exams are posted as transfer credits and will be treated as transfer credit in respect to eligibility to be awarded as credit.
6. PCC has a list of CLEP exams that it accepts for credit and the score requirement for each exam. It is the student's responsibility to verify that the exam they take will apply to their program.
7. Students are encouraged to talk with their advisor before attempting a CLEP test.
8. Students who are transferring to another institution should be familiar with that institution's CLEP policy. Please note that each institution establishes its own requirements, minimum scores, and credit awarded.
9. Credits initially earned by passing a CLEP exam will be deducted from cumulative credit earned if a student subsequently enrolls in and completes a college-level course that is similar in content to the subject matter covered by the CLEP exam.
10. PCC officials reserve to right to revise this policy without notice. Credits awarded for CLEP exams are done so according to the policy in effect at the time of the CLEP transcript evaluation.
11. CLEP exams may be repeated no sooner than six months after the date of

the last test.

12. CLEP tests are administered on campus by appointment only. All appointments and other questions should be directed to Placement Testing (252) 493-7561.

Financial aid does not pay for CLEP coursework.

For a full list of CLEP credits accepted by PCC, please see your advisor or the Placement Testing website.

ACCEPTANCE OF INFORMATION TECHNOLOGY CERTIFICATIONS

PCC awards course credit for students who hold certain current Information Technology certifications. The certifications listed below must have been earned, or renewed within the last three years. To receive course credit, an original copy of the certification must be submitted to the Registrar's Office.

CompTIA A+
CompTIA Linux+
CompTIA Security+
Cisco Certified Network Associate (CCNA)

Course(s)	Certification
CTS 120 Hardware/Software Support CTS 220 Advanced Hardware	CompTIA A+
NET 125 Networking Basics NET 126 Routing Basics	Cisco Certified Network Associate (CCNA)
NOS 120 Linux/UNIX Single User	CompTIA Linux+
SEC 110 Security Concepts	CompTIA Security+

ADMISSIONS TO PROGRAMS DESIGNED FOR UNIVERSITY TRANSFER

Pitt Community College offers three University Transfer programs: an Associate Degree in Science, an Associate Degree in Fine Arts, and an Associate Degree in Arts (pre-major programs). To be eligible for admission to either of these programs, a student must take the Placement Test and place out of ENG-085 and MAT-070 or DMA-040.

Students that place into ENG-085 or lower and MAT-070 or DMA-040 or lower will be assigned to the Associate in General Education (AGE) Program (A10300) until all developmental courses are completed. Once all developmental courses are completed the student will be reassigned to his or her originally intended University Transfer program.

Students that have not taken the Placement Test will be assigned to the Associate in General Education (AGE) Program (A10300) until placements test scores are available. All students are encouraged to take the Placement Test as soon as

possible to determine University Transfer eligibility.

For further information about university transfer admissions call (252) 493-7371 and ask to speak with the university transfer admissions counselor.

HEALTH SCIENCES ADMISSIONS

Health Sciences programs have special admissions requirements. This is necessary because these programs are limited in the number of students that can be admitted each year. Guidelines and requirements for admission into the health sciences programs may be obtained from the admissions counselors. All applicants to these programs will be placed in the Associate in General Education (AGE) program (A10300) pending acceptance into the health science program.

The Pitt Community College health sciences programs are as follows:

Associate Degree Nursing
Computed Tomography & Magnetic Resonance Imaging Technology (CT/MRI)
CT Certificate
MRI Certificate
Echocardiography Diploma
Health Information Technology (HIT)
Mammography
Medical Assisting
Medical Assisting Clinical Certificate
Medical Dosimetry
Medical Sonography
Nuclear Medicine Technology
Nuclear Medicine Diploma
Occupational Therapy Assistant
Polysomnography
Polysomnography Certificate
Positron Emission Tomography Dipl.
Positron Emission Tomography Cert.
Radiation Therapy Diploma
Radiography
Respiratory Therapy
Therapeutic Massage

TRANSFER ADMISSIONS

Pitt Community College will accept students from other post-secondary institutions. Applicants should complete the following steps:

1. Submit a formal application.

2. Have official high school transcripts mailed to the Admissions and Records Office. High school transcripts are required for admission to most programs of study at the College. They are also required in order to complete the financial aid process. Students with a baccalaureate degree from a regionally accredited college or university are exempt from submitting high school transcripts, except in some instances when they may be required for processing of veterans' benefits.

3. Have official transcripts from each post-secondary institution mailed to the Admissions and Records Office. Transcripts are necessary if transfer credit is to be awarded and/or for students to meet necessary course prerequisites. Transcripts are required from all students applying for veterans' benefits.

The Vice President of Student Development Services may refuse admission to

transfer students not in good standing at previously attended post-secondary institutions.

All official documents, such as transcripts from other colleges, become the property of Pitt Community College and cannot be returned or reissued.

READMISSION OF CURRICULAR STUDENTS

Students who have not enrolled for two or more years must reapply by completing an Application for Admission. Official transcripts, placement testing, and additional admission requirements may be requested if not required during period of initial enrollment. Applicants for admission or readmission to Health Sciences programs must follow the Health Sciences Admissions Procedures for those programs.

Students out of school as a result of disciplinary action must appear before the Vice President of Student Development Services and petition for readmission to the College.

Students called to active duty military service will be re-admitted with same academic status that he or she had when last attended.

SPECIAL CREDIT STUDENTS

Special Credit Students are defined as the following:

1. Students visiting Pitt Community College only planning to take a few courses (students intending to transfer to a four year institution are not special credit).
2. Students who have already completed a degree and are seeking only a few courses (students seeking a second degree are not special credit).
3. Students taking courses for personal enrichment purposes only and are not seeking a certificate, diploma, or degree.
4. Students who cannot decide which certificate, diploma, or degree to pursue at Pitt Community College and need further career counseling before making a decision.

*NOTE: Financial Aid students cannot be declared Special Credit; in order to receive aid, they must enroll in a program.

PROVISIONAL ADMISSIONS

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such cases, all requirements must be completed within the first semester of attendance, including mailing of official transcripts (high school and post-secondary) directly to the Admissions and Records Office.

HIGH SCHOOL ADMISSIONS (CAREER & COLLEGE PROMISE)

Pitt Community College permits high school students to enroll in community college courses tuition free based on the Career and College Promise program. This program provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of

college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. PCC offers the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

1. A Core 44 College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;

2. A Career and Technical Education Pathway leading to a certificate, diploma or degree.

Eligibility for these two pathways is based on the following:

1. Core 44 College Transfer Pathway
   - Be a high school junior or senior;
   - Have a weighted GPA of 3.0 on high school courses; and
   - Demonstrate college readiness on an assessment or placement test. A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a Core 44 College Transfer Pathway.

2. Career and Technical Education Pathway
   - Be a high school junior or senior;
   - Have a weighted GP A of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
   - Meet the prerequisites for the career pathway.

To maintain eligibility for continued enrollment, a student must:

- Continue to make progress toward high school graduation, and
- Maintain a 2.0 in college coursework after completing two courses.

High school students are exempt from the payment of tuition and activity fees fall and spring semesters.

HIGH SCHOOL STUDENTS ARE NOT ALLOWED TO ENROLL IN DEVELOPMENTAL COURSES AT THE COLLEGE UNDER THE CAREER & COLLEGE PROMISE PROGRAM POLICY.

Once a student has graduated from high school, he or she must complete an admissions application and be accepted into a curriculum program to continue taking classes at PCC.

Availability of these programs is based on the annual approval of the North Carolina General Assembly (see page 158).

For further information about Career & College Promise call (252) 493-7408, (252) 493-7663 or (252) 493-7745 or visit Trailer 23. Also visit our web site at: www.pittcc.edu/academics/high-school-programs-and-cooperative-education/index.html for more details.

INTERNATIONAL STUDENT ADMISSIONS

Pitt Community College is approved to issue I-20 forms for curriculum programs of study.

An international student present in the United States on a student visa ('F-1') is considered a non-resident for the purpose of tuition payments. Length of stay, payment of taxes, or ownership of property, in themselves, do not qualify an international student for the status of legal resident or domicile. Neither federal nor state student financial aid is offered to an international student; therefore, he/she is required to submit an official bank statement (in dollars) from a bank or appropriate official certifying that the international student has sufficient funds to cover each year of expenses.

In addition to the normal admissions requirements, an international student must meet the additional criteria:

1. Graduation from a high school or equivalent as evidenced by an official copy of the secondary school transcript. All official transcripts must be accompanied by (1) a certified English translation and (2) course descriptions if transfer credit is needed.

2. To demonstrate proficiency in the English language, the applicant must take the Test of English as a Foreign Language (TOEFL) and score at least 173 on the computer-based test or 500 on the paper-based test. Exception: An international student whose country has English as the only official language is not required to demonstrate proficiency in the English language.

3. All students are required to make their own housing arrangements.

For further information concerning international students' admissions, contact the Office of International Programs and Services at (252) 493-7480.

POLICY STATEMENTS

INTERNATIONAL STUDENTS IN DISTANCE EDUCATION

Effective fall semester of 2000, Pitt Community College will permit foreign students (non-US citizens) residing outside of the physical boundaries of the United States to enroll in distance education courses through the standard admission process. Since these students will remain in their home countries, Bureau of Citizenship and Immigration Services (BCIS) regulations will not apply; I-20 forms will not be issued, and VISA documentation will not be required for admission. Admission to the College for distance education courses in no way grants immigration or residency status. Distance education foreign students will be charged tuition at the out-of-state rates designated by the North Carolina General Assembly, payable in American currency only.

ADMISSION OF UNDOCUMENTED IMMIGRANTS

Effective July 10, 2010, the State Board of Community Colleges has completed the

amendment process for 23 N.C.A.C. 02C .0301 entitled "Admission to Colleges" regarding undocumented immigrants. Under this rule, Pitt Community College will adhere to the following policy regarding the admission of undocumented immigrants.

1. Any undocumented student registered into a class is required to pay the out-of-state tuition rate, which is set at $261.00 per credit hour for the 2011-2012 academic year.

2. In implementing the priority provision in 23 N.C.A.C. 02C .0301 (b)(6), community colleges are responsible for ensuring that a student who is lawfully present in the United States will always have priority for a space in a class or program of study over a student who is not lawfully present in the United States, if there are space limitations. Therefore PCC shall neither enroll undocumented students into a class or program of study for which there are waiting lists, nor will we register undocumented students for classes until the conclusion of the last published (i.e. late) registration period.

3. For the purposes of 23 N.C.A.C. 02C .0301 (b)(6), undocumented immigrants with a General Educational Development (GED) diploma are not considered to have "graduated from a United States public high school, private high school, or home school" and therefore are not eligible to be admitted to a community college.

4. An undocumented immigrant with a diploma from an Adult High School that is located in the United States and operates or operated in compliance with state or local law is eligible to be admitted to a community college.

Source: Numbered Memo CC 10-0026 dated 07/12/2010

CRIME AWARENESS AND CAMPUS SECURITY ACT REPORT
As mandated by the Crime Awareness and Campus Security Act of 1990, the Pitt Community College Campus Police Office produces an annual report which includes statistics on offenses and arrests. Copies of this report are available in the Office of Campus Police and on the College's website under Campus Police.

CAMPUS WATCH PROGRAM - *Safety is everyone's responsibility*
Campus Watch counts on students, faculty and staff to organize themselves and works with PCC Campus Police to keep a trained eye and ear on their college campus, while demonstrating their presence at all times. Campus Watch works because it reduces opportunities for crime to occur and doesn't rely on altering or changing the criminal's behavior or motivation. PCC Campus Police and the Division of Student Development Services ask all students, faculty and staff to partner in a PCC Campus Watch Program with an emphasis on crime prevention, warning signs, emergency preparedness and response systems. While many faculty and staff are excellent about contacting the Campus Police to report suspicious activities/persons, this program is designed to enlist more eyes and ears for a safer campus. **If You See It – REPORT IT.** Campus Police – First choice for reporting

suspicious persons/activities 493-7777. Put that telephone number in your cell phone and faculty/staff keep this number near your office phone.

TUITION, FEES AND OTHER EXPENSES

Financial support from local, state, and federal sources allows each student an educational opportunity at minimum cost. Tuition is set by the North Carolina General Assembly and is subject to change without notice. Textbooks, fees, and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. Any student who does not pay fees will have his/her schedule purged from all classes. Students may not attend class until tuition is paid. Tuition, fees and other expenses must be paid in American currency only.

TUITION: Please Note: Tuition is set by the North Carolina General Assembly and is subject to change without notice.

Fall, Spring, and Summer Semester Full-time Tuition (as of this printing, June 2013)

All North Carolina residents enrolled for sixteen (16) or more curricular credit hours are charged a maximum tuition of $1,144.00 per semester. ($71.50 per credit hour)

Part-Time Tuition

The tuition charge for North Carolina resident curricular students is $71.50 times the number of credit hours for which the student is enrolled. Example: 6 credit hours x $71.50 equals $429.00.

Senior Citizens

North Carolina residents 65 years of age or older shall be exempt from the payment of tuition for up to six (6) credit hours of curriculum education and up to ninety-six contact hours for continuing education courses.

Audit Students

Audit students must pay the same tuition rates as other students.

Internet Students

Tuition and fees for students enrolled in classes via the Internet are the same as the tuition and fees for students enrolled in traditional classrooms.

Out-of-State Students

The entrance requirements and admission procedures for persons who reside outside North Carolina are the same as for residents. Tuition for non-residents will not exceed $4,216.00 per semester for full-time enrollment. For part-time students, the fee is $263.50 per credit hour.

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

Under North Carolina law, a person may qualify as a resident for tuition purposes

in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. Copies of the applicable law concerning residency classification for tuition purposes 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. This manual is available for review at http://www.northcarolina.edu/legal/residence/committee/manual/The_Manual.pdf. Any new student who desires to request consideration for in-state residence for tuition purposes is encouraged to submit a completed Appendix B to the Office of the Vice President of Student Development Services as soon as possible, but at least three (3) weeks prior to August 1 for Fall semester enrollment and three (3) weeks prior to December 1 for Spring semester enrollment. The Appendix B form is on the Pitt web page under admissions (www.pittcc.edu)

Under North Carolina General Statues Section (G.S.) 116-143.3, certain members of the armed services and their dependent relatives may be eligible to be charged the in-state tuition rate whether or not they qualify as residents for tuition purposes under G.S. 116-143.1. The pertinent law and implementing regulations are available for inspection in the Office of the Vice President of Student Development Services and may be examined upon request. Included among the requirements are that the member of the armed services and a relative claiming the benefit through a member be living together in North Carolina incident to the supporting member's active military duty. The Appendix D form is on the PCC webpage under admissions (out-of-state students - www.pittcc.edu/docs/Appendix D.pdf) **This application must be submitted prior to initial enrollment in each academic term for which the in-state benefit is claimed.**

For further information contact the Office of the Vice President of Student Development Services at (252) 493-7211.

FEES AND OTHER EXPENSES

All tuition and fees must be paid in the Cashier's Office located in the Craig F. Goess Building. The Cashier's Office is open Monday through Friday 8:00 a.m. to 5:00 p.m. Special hours apply during summer term and registration periods. For further information about fees contact the Cashier's Office at (252) 493-7234.

Student Activity Fee

A student activity fee for all students will be charged during the fall and spring semesters at a rate of $21.00 per semester and $15.00 during the summer semester. This rate is subject to change without notice.

Technology Fee

The student technology fee for all students will be charged at a rate of $16.00 per semester. This rate is subject to change without notice.

Accident Insurance

Accident insurance, covering hours in school and transportation between PCC and school supervised and sponsored activities, is required at a minimum cost

per semester. Students must submit claims for injury covered under the accident insurance provisions immediately, but in no instance later than 30 days, in order to expect coverage. All accidents must be reported to the Vice President of Student Development Services within 24 hours of date of accident. The premium for accident insurance is subject to change annually.

Professional Liability Insurance
Students enrolled in Health Sciences programs are required to purchase professional liability insurance and encouraged to purchase health insurance prior to clinical practice.

Access Fee
The access fee is a nominal charge used to support parking facilities and other related services for on-campus students. It is also used to support access to the college's infrastructure by distance education students. The access fee is mandatory for all students. The access fee is $4.50 for Fall and Spring semesters and $1.00 for the Summer Term. For non-curriculum students the access fee is $2.00 per semester.

Transcript Fee
Students requesting an official transcript will be charged a rate of $5.00 per transcript. Unofficial transcripts are provided free of charge. This rate is subject to change without notice.

Textbooks and Supplies
The cost of textbooks and supplies varies according to the program of study. This information is provided to students when they register for classes via a link on our website. These items may be purchased from the College Store. The College Store hours are Monday-Friday 8:00 a.m. – 5:00 p.m. Special hours exist at the beginning of each semester. Business hours are posted on the College Store door and bulletin boards throughout the campus.

Student Fees for Laboratory/Clinical/Shop
Lab fees (in the amount of $3.75 per lab hour) are charged for classes which require special equipment or supplies.

Returned Check Fees
A returned check fee of $25.00 will be charged for checks received by the college that have been returned for non sufficient funds or other reasons.

REFUND POLICY
The College is authorized to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (23 NCAC 2d.0202 e) which state that a refund shall not be made except under the following circumstances:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic term as noted in the college calendar.

Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the term.

3. For classes that do not meet for the entire term, a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10% point of the class.

All curriculum tuition refunds will be mailed.

The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

Activity, technology, access, and insurance fees are nonrefundable. Exception: Students prepaying and dropping all classes prior to the first day of classes as published in the school calendar of the term involved will receive a full refund of all fees.

Students desiring a tuition refund prior to or on the 10% point of the class are asked to follow the steps listed below:

1. Obtain a Drop/Add form from a counselor or the Admissions and Records Office,
2. Submit completed form to the Admissions and Records Office.
3. Distance education students who cannot come to the Admissions and Records Office may contact that office via their official myPittCC email account. Only requests made through the official PCC email account will be honored.

Students that prepay and then officially withdraw from the College may receive a full refund of tuition and fees if the official withdrawal is completed before the first day of classes as published in the school calendar of the term involved.

If a student pre-registers using Title IV Financial Aid funds and/or scholarships funds, and (1) fails to maintain measurable satisfactory academic progress resulting in the termination of financial aid, or (2) fails to attend class(es) through the first 10% of the term resulting in the full or partial termination of financial aid, then the College will credit the amount of tuition and fees to the specific Title IV program or scholarship from which the funds were originally allocated. The student will be responsible for any remaining balance on his or her account.

When a student is a recipient of Title IV funds completely withdraws or is dismissed from Pitt Community College prior to the end of an academic period, the institution will determine whether and to what extent such student received an overpayment. This determination will be based upon the amount of tuition, fees,

room, board, transportation and miscellaneous expenses incurred by the student up to the last date of attendance reported by each instructor. Last dates of attendance are reported periodically each term. The final due date for last dates of attendance is the date grades are due. If the last date of attendance is not available the day after grades are due, then the financial aid office will use the fifty percent point in calculating any money owed. Once the student has been billed by the financial aid office, the stuent will have fifteen business days to dispute the amount owed by contacting the instructor for any correction(s) to the last date of attendance. Notification of any balance due will be mailed to the address of record in the Admissions and Records Office. An email notification of the bill will also be sent to the student's myPittCC email account.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated. Students who owe money for Title IV funds will be referred to the US Department of Education for collection. Students who owe state funds will be referred to the NC Department of Revenue for collection. Students must repay funds to the institution within 45 calendar days to avoid overpayment referral.

ACADEMIC REGULATIONS

CLASS SCHEDULE

Pitt Community College offers curriculum classes between the hours of 8:00 a.m. and 10:00 p.m. Monday - Friday. Weekend classes are also available on Saturday between the hours of 8:00 a.m. and 5:00 p.m. and Sunday afternoon.

Non-credit courses for personal, occupational, and community improvement are offered during both day, evening, and weekend hours.

With careful planning a person can complete most of the work required for a degree or diploma in certain programs by attending evening classes.

WEEKEND COLLEGE

The intent of Weekend College is to offer an array of courses and programs that provide an alternative for people who work or have other commitments during the week. This includes working adults, traditional college students or anyone who may have other obligations during traditional class times.

Weekend College provides flexibility and convenience by offering a variety courses and teaching methods so that students can work toward associate degrees, obtain certificates, update or gain new skills, prepare to transfer to a four year school or just pursue personal interests. Classes are offered in both the traditional 16 week semester format, while others are offered in 8 week sessions, allowing more classes to be taken during the semester.

Weekend College is just one way that Pitt Community College provides individuals with additional learning opportunities to help meet the needs of the growing student

population. For more information, please contact Kendrick Price at (252) 493-7627.

REGISTRATION

The College year consists of two semesters and a summer term. Students who are pursuing a course of study must register at the beginning of each semester as they progress toward their educational objectives. Returning students must make satisfactory settlement with the College for all indebtedness prior to registration. All students will register during the prescribed registration period for that semester (refer to College Calendar). For further information about registration call the Admissions and Records Office at (252) 493-7232.

Priority Registration and Walk-In Registration

Priority Registration begins approximately the twelfth week of each semester. During Priority Registration, current students and applicants may register with an Academic Advisor or by web (www.pittcc.edu, then click on myPittCC). Priority is assigned in descending order of credits passed, with those students having the most cumulative credits passed able to register first. Each student is strongly encouraged to make an appointment with his/her advisor to review academic progress and plan courses for the coming semester.

This opportunity is an important part of each student's program. Students and their advisors have an opportunity to discuss academic problems on an individual basis and keep abreast of progress.

Walk-in registration is held during the one day before classes begin (two days for the Spring term), with most offices offering extended hours on those days.

Schedule Purges

Students must pay for all classes by the designated payment date or their schedules will be purged from the system. Please check our website at www.pittcc.edu for the Priority and Walk-In Registration payment dates.

Auditing Courses

Students who wish to audit courses must complete a Declaration of Audit Status form and submit the form to the Admissions and Records Office before the end of the drop/add period. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Participation in class discussion and examinations is at the option of the student.

Fees for auditors are the same as for regular students. In the event of limited classroom space, first priority will be given to regular credit students.

Some courses cannot be audited and some may have special requirements. Contact the appropriate academic department head or dean for more information.

AN AUDIT CANNOT BE CHANGED TO CREDIT NOR CREDIT TO AUDIT

AFTER THE DEADLINE FOR ADDING COURSES.

FINANCIAL AID RECIPIENTS WILL NOT RECEIVE PAYMENT FOR AUDITING A COURSE.

Registration for Developmental Courses
If students, as a result of placement tests, are found to be deficient in math, English, or other skills, they will be required to take appropriate developmental courses. Students requiring two or more developmental courses must also take ACA 090 – Study Skills.

Developmental courses do not meet elective or graduation requirements.

Developmental Math (DMA) Policy
MAT 060, 070 and 080 have been replaced by a series of four-week modules: DMA010, 020, 030, 040, 050, 060, 070 and 080. Based on a diagnostic test score or placement test score, students will place into the DMA modules required by the curriculum math course in the program of study. Students must enroll in the modules they need at the beginning of the semester. They must enter class by the third day of the session and only two absences are allowed. Students who exceed the allowed number of absences will automatically be unofficially dropped from the course.

Students must achieve an 80% pass rate for each module in order to progress to the next course. Students who successfully achieve this pass rate will receive a "P" (pass) grade. Students who do not achieve this pass rate receive an "R" grade (re-enroll). "R" grades do not impact the cumulative GPA.

Students must repeat any modules they do not pass before they can go on to the next course in the sequence. The Registrar's office will automatically rearrange schedules for students who receive an "R" grade, in most cases re-enrolling the student for the same course in the next available 4-week session. Every effort will be made to maintain the total number of registered credit hours for the term and to schedule students for the same days and times as the original registration. However, PCC cannot guarantee the same timeslot for students who need to re-enroll. Students needing to re-enroll should check their myPittCC accounts (PCC Service tab) to view the new schedules prior to the start of the next 4-week sessions.

College Student Success Course Requirement (ACA 111 or ACA 122)
All new full time students must enroll in either ACA 111 (College Student Success) or ACA 122 (College Transfer Success) within their first twelve credit hours. All full time students are required to successfully complete ACA 111 or ACA 122 unless they have:

- Previously earned at least 24 semester hours of college credit from another college. Credit must be documented on a college transcript.

- Successfully completed a course equivalent to ACA 111 or ACA 122 at another regionally accredited college or university. Course must be documented on a transcript.

NOTE: ACA 122 is specifically designed for students who plan to transfer to a four year institution. Students pursing an Associate in Arts, Associate in Fine Arts, or Associate in Science Degree must take ACA 122, not ACA 111.

Schedule Changes (Drop/Add Period)
In some instances it is necessary for students to make adjustments in their schedules. Students may make schedule changes via the web up until the first day of classes. Schedule changes are also allowed during Walk-In registration. During Walk-In Registration, students should see their advisors to add or drop classes. Schedule changes during the drop/add period must be processed through the Admissions and Records Office.

COURSE LOAD
Full-time curricular students must take a minimum of 12 credit hours. Normally students take 15 to 18 hours. Students registering for more than 20 credit hours must have a cumulative grade point average of 2.0 or above or permission of the department chair.

Students who are employed more than 15 hours a week should reduce their class load accordingly. Beginning students who have full-time employment are urged to limit class loads to 9 to 12 credit hours until they have demonstrated ability to carry a heavier schedule.

LATE ENTRY
The late entry date is the end of the Add period, usually after the 3rd day of the term. Students who have registered and paid may enter a class for the first time up to the late entry date. After the late entry date, students will not be permitted to enter without permission of the Dean. The Dean's criteria shall be whether the missed classes can be reasonably made up without loss of instructional quality.

Individual departments may develop a stricter policy if dictated by the nature of the course (example: clinical experiences).

For classes beginning at times other than the first week (seven calendar days) of the semester, the late entry date shall be the census date of the class.

ATTENDANCE
Regular and punctual class attendance is expected of all students. Instructors will/may unofficially drop students after the third week of class (see Unofficial Withdrawal) for the following reasons:

1. Any student absent five consecutive class hours will be unofficially withdrawn. This will result in the student's name being removed from

the class roster. (see 4 below) A grade of "W" (unofficial withdrawal) will appear on the official transcript. The "W" grade is included in computing grade point average (GPA) and will negatively impact the student's GPA.

2. A student may be reinstated into the class after being unofficially withdrawn if deemed appropriate by the class instructor. The instructor must notify the Admissions and Records Office in writing that the student has been reinstated.

3. Students may be unofficially withdrawn when their absences from class begin to affect the quality of their work or their grades as determined by the class instructor.

4. An instructor may choose not to unofficially withdraw a student if the student maintains regular, constructive communication with the instructor during an extended series of absences.

5. Distance Education students must adhere to the attendance/contact policy stated in course syllabi.

Students who choose to participate in school-related activities such as SGA and sports must adhere to the attendance policy. The student is responsible for work missed due to school-related activities. In such cases, instructors will wherever possible, work with the students involved to allow them to participate in the prearranged school activities, provided the student is in good academic standing for the course being missed (i.e., minimum "C" average).

When defining individual course attendance policies, instructors must take into consideration granted accommodations regarding class attendance and class transition for students registered with the Office of Disability Services.

This policy represents the minimum requirements for attendance. Other guidelines/policies based on the nature of a course may be added by the instructor subject to approval by the appropriate curriculum Dean.

RELIGIOUS OBSERVANCES POLICY FOR STUDENTS

The Pitt Community College Board of Trustees directs that each student may have an excused absence for one day during each academic term (Fall, Spring, and Summer) during an academic year for religious observances required by the faith of that student. A day is defined as one calendar day and would cover all classes held on the date specified. A student wishing to have such excused absences must submit a written request to each faculty member affected. The request need only state the date the student intends to be absent and that it is a request for a religious observance. Such requests must be submitted to faculty during the first week of class for regularly scheduled classes. Students in Clinical or Cooperative Education or Internship Assignments must submit such a request prior to the

start of the assignment. The faculty will sign the requests, note the date on the attendance roster for those students, and forward signed requests to the appropriate dean. Deans will keep the requests on file per state rules for retention of records. Students will be allowed to make up work missed during an absence for religious observance if the request was submitted per this policy.

WITHDRAWAL FROM CLASSES

Official Withdrawal

During the first twelve weeks of a semester, a student may withdraw from standard 16-week courses without penalty. (See College calendar for applicable date each semester.) For all courses other than standard 16-week courses, the 75% point of the class will be the official withdrawal deadline. FOR STANDARD 16-WEEK COURSES, NO OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST FOUR (4) WEEKS OF ANY SEMESTER. FOR ALL COURSES OTHER THAN STANDARD 16-WEEK COURSES, NO OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST 25% OF THE CLASS. ANY EXCEPTIONS TO THIS POLICY MUST BE AGREED UPON BY BOTH THE STUDENT'S CURRICULAR DEAN AND THE VICE PRESIDENT OF STUDENT DEVELOPMENT SERVICES. Official withdrawals do not count as hours attempted.

Students applying for an official withdrawal during the official withdrawal period must use the following procedure:

1. Obtain a withdrawal form from a counselor or the Admissions and Records Office,
2. Complete and have advisor sign form,
3. Have form signed by appropriate office if receiving financial assistance (Pell, VA, WIA, etc.), and
4. Submit completed form to the Admissions and Records Office.
5. Distance Education students who cannot come to the Admissions and Records Office may contact that office via their official myPittCC email account. Only requests made through the official PCC email account will be honored.

After the deadline for official withdrawal, the student should see the curricular Dean of the course he/she is withdrawing from.

Students who officially withdraw from courses will not receive grades for those courses. Only the course(s) for which they registered and the official withdrawal designation will appear on the transcript. For more information, contact the Admissions and Records Office at (252) 493-7232.

Unofficial Withdrawal

An unofficial withdrawal from one or more classes is given to students who leave school or stop attending classes without qualifying for or following procedures for

official withdrawal status. This includes students dropped for excessive absences (see Attendance) and not reinstated. Unofficial withdrawals count as hours attempted with quality points of "0" in determining the grade point average (GPA). Students who leave school without officially withdrawing will lower their GPA and jeopardize future readmission to the College. Eligibility to receive financial aid may also be affected (See "Satisfactory Academic Progress" section). For more information see the counselors or the Admissions and Records Office.

Withdrawals After End of the Semester
Sometimes circumstances make it impossible for a student to officially withdraw before the semester deadlines. Students may appeal to have a "W" grade (unofficial withdrawal) changed to an "OW" grade (official withdrawal) by making a formal request to the Admissions and Records office. Students wishing to file this appeal should request the form "Request to Officially Withdraw after End of Semester." Only "W" grades may be changed using this process.

VETERANS NOTE: Any course for which an unofficial withdrawal or an "I" (Incomplete) is received may not be retaken for pay purposes under the Title 38, U.S. Code as amended by Public Law 93-508.

ALTERNATIVE CREDIT

Credit by Examination
A student who evidences prior proficiency for a course due to previous work or educational experience may apply for credit by examination.

Application for approval to take the examination must be made through the academic advisor and approved by the department chair for that course, using the Permit for Credit by Examination form. If approved, the chair will make arrangements for the student to take an appropriate test administered by a departmental instructor.

Examinations will be scheduled at the discretion of the department chair. No student may be permitted to take an examination without presenting the properly executed Permit for Credit by Examination to the course instructor.

ALL EXAMINATIONS MUST BE COMPLETED DURING THE FIRST 12 WEEKS OF EACH SEMESTER. A STUDENT MAY NOT TAKE AN EXAMINATION FOR CREDIT MORE THAN ONCE FOR ANY ONE COURSE.

All grades other than "F" will be recorded on the student's permanent academic record.

Students applying for credit by examination must use the following procedure:

1. Contact the advisor and the department chair for that course to obtain

the Permit for Credit by Examination,
2. Contact and have the Admissions and Records Office sign the permit,
3. Pay additional nonrefundable tuition, if applicable, and
4. Present permit to instructor who will administer the examination.

The instructor administers and reports the results of the examination to the Admissions and Records Office within one week of the date of approval of the permit by that office. Credit hours will count toward graduation; these will be computed in grade point average as grades and quality points will be recorded.

Credit by Examination cannot be included in the 25% residency requirements. (see Transfer Credit) Financial aid cannot be used to pay for credit by exam and credit hours earned do not count towards student load for financial aid purposes.

Challenge Examination
Students enrolled in a course may feel they have become proficient in course subject matter based on work or educational experience. They may, with the instructor's approval, "challenge" the course by taking the challenge examination during the first twelve weeks of the semester. A student may not challenge a course more than once. Financial aid students must be attending past the 10% point of the term in order to challenge and receive aid.

CHALLENGE EXAMINATION DOES NOT APPLY TO AUDIT STUDENTS. (see Audit)

Transfer Credit
Curricular students are responsible for requesting official transcripts from all previously attended institutions (secondary and post-secondary).

Transcripts for all students enrolled in a curricular program will be evaluated automatically. Transcripts of course work completed at a college or university located outside of the United States must be accompanied by (1) a certified English translation and (2) course descriptions if transfer credit is needed.

Legal specialty courses taken at colleges outside of North Carolina must meet the quality standards set forth by the American Bar Association to be eligible for transfer.

Courses taken at a regionally accredited institution in which a minimum grade of "C" was earned and a comparable course is offered at Pitt Community College may be accepted in transfer if appropriate to the student's program of study. Science and Information Technology course credit may expire after a certain time period due to rapid changes in those fields.

A maximum of forty (40) semester hours may be transferred from other institutions toward completing an associate degree. All transfer students must complete at least 25% of the credit hours required for a degree, diploma, or certificate at Pitt

Community College. Within the 25%, at least twelve (12) semester hours must be major course work (departmental prefix designation) for a degree or diploma. Credit by examination cannot be included in the 25% residency requirements.

Transfer credit for work experience cannot be allowed except through the organized and supervised cooperative education (CO-OP) program. Academic credit is not allowed for previous work experience outside of the supervision of the College; however, a student may challenge relevant courses by examination. (see Credit by Examination)

STUDENT APPEALS PROCESS FOR COURSEWORK DONE AT UNACCREDITED INSTITUTIONS

Coursework done at institutions that are not regionally accredited are not automatically evaluated. The student may appeal directly to the chairperson of the department under which the transfer coursework falls to ask for an evaluation. If the chairperson decides to award credit, he or she must notify the Registrar's office in writing, who will then post the appropriate credit to the student's record. It is the student's responsibility to contact the department directly and to provide all the documentation necessary to complete the evaluation. Any final decision regarding the acceptance of credits from unaccredited institutions is subject to approval by the Vice President for Academic Affairs.

Credit for Non-Traditional Learning

Pitt Community College will evaluate non-traditional educational records for possible transfer credit. Full documentation must be provided before an evaluation can be made.

A maximum of forty (40) semester hours may be transferred from other institutions toward completing an associate degree. All students receiving transfer credit for traditional and/or non-traditional learning must complete at least 25% of the credit hours required for a degree, diploma, or certificate at Pitt Community College. Within the 25%, at least twelve (12) semester hours must be major course work (departmental prefix designation) for a degree or diploma. Credit by examination cannot be included in the 25% residency requirements.

Advanced Placement Examinations/CLEP

Students of the College may request transfer credit for subjects tested under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to the student's current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded.

Educational Experiences in the Armed Services

Educational experiences in the armed services may be submitted for transfer credit evaluations. To request an evaluation of military service schools, the student must

complete the following steps:

1. Complete one copy of the Request for Course Recommendation form for each course submitted for evaluation. This form is available in the Admissions and Records Office.

2. Attach documentation of successful completion of course. Documentation may include DD Form 295 Application for the Evaluation of Educational Experiences During Military Service, DD Form 214 Armed Forces of the United States Report of Transfer or Discharge, course completion certificates, AARTS (Army/ACE Registry Transcript System) transcripts, or MOS (Military Occupational Specialty) Evaluation Score Reports.

3. Submit completed form and appropriate documentation to the Admissions and Records Office.

Military educational experiences are evaluated using the ACE (American Council on Education) Guide to the Evaluation of Educational Experiences in the Armed Services. Credit must be applicable to the student's current degree or diploma requirements. Only hours earned are awarded.

Distance Learning

Courses are offered via two different modes of delivery -- Online (through the Internet) or Hybrid (using a combination of online and in the classroom instruction). PCC is a state leader in online classes, with over 200 different courses taught via the Internet, and over 100 being offered as Hybrid courses. Internet courses offer students convenience and flexibility by allowing them to complete class work around their individual schedules. Internet classes also allow for learning "anytime, anyplace." However, Internet courses are typically more difficult than on-site courses, and require a higher level of discipline on the part of the student.

Courses provided via the Internet at PCC maintain the same quality and standards as traditional classroom courses. The courses are designed and delivered to meet the regular course objectives.

Unless otherwise noted, listed below are the programs that can be taken entirely online, on campus, or by a combination of the two.

Online Degrees

- Business Administration
- Business Administration: Marketing & Retailing
- Computer Programming
- *Health Information Technology
- Healthcare Management Technology
- Industrial Management Technology
- Medical Office Administration

- Office Administration

Online Certificates

- Advertising and Graphic Design
- Basic Accounting
- Basic Office Technology Skills
- Bio-Management Practices
- Business Administration: Human Resources Management
- C++ Programming
- Computer Information Technology
- Computer Software Applications
- Computed Tomography/Magnetic Resonance Imaging Technology
- Data Entry Applications
- Healthcare Management Technology
- Java Programming
- Legal Office
- Management Applications and Principles
- Marketing
- Medical Office Receptionist
- Office Software Support
- Patient Access Representative
- Positron Emission Tomography (online only)
- Principles of Lean Manufacturing
- Visual Basic Programming

Online Diplomas

- Computer Information Technology
- Computed Tomography/Magnetic Resonance Imaging Technology
- Dental Office Administration
- Medical Dosimetry
- Medical Insurance
- Medical Office Transcription
- Nuclear Medicine
- Office Administration
- Patient Representative Diploma
- Positron Emission Tomography (online only)

*Some components of this program must be completed face-to-face. Please refer to the HIT website for details.

For more information call (252) 493-7256 or e-mail krouse@email.pittcc.edu.

Experiential Learning

Pitt Community College does not consider experiential learning or life experiences for transfer credit evaluation. However, students who evidence prior proficiency for a course due to previous work or life experiences may apply for credit by examination or challenge examination. (see Credit by Examination and Challenge

Examination)

Articulated Credit for High School Students
Pitt Community College and Pitt County Schools have entered into an articulation agreement to provide college credit for selected high school courses. High school students who successfully complete one or more of the selected courses and present evidence of the required level of mastery of skills (VoCATS score and B or better) in the course(s) will be granted credit at Pitt Community College for the comparable course in a degree or diploma program.

Credit hours will count toward graduation; the grade will not be computed in the grade point average, and quality points will not be recorded.

GRADE POINT AVERAGE (GPA)

The cumulative grade point average is determined by dividing the total number of quality points by the total number of credit hours of work attempted.

The major grade point average is calculated on the required courses for the student's current major, including only the highest grade earned on each course (See Graduation Requirements). Transfer courses are not included in the GPA calculation.

DEAN'S LIST AND HONOR ROLL

All full-time students in a major maintaining a semester grade point average between 3.50 and 4.00 will be recognized on the Dean's List. Those maintaining a semester grade point average between 3.00 and 3.49 will be recognized on the Honor Roll.

The Dean's List and Honor Roll are prepared by the Admissions and Records Office, sent to the Office of Institutional Advancement and e-mailed to all local or area newspapers of the students qualifying for either. The newspaper is selected based upon the student's address of record. (Please Note: *The Daily Reflector* does not publish these lists.)

A student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the semester the "Incomplete" is received.

GRADING SYSTEM

The following grading system is used by Pitt Community College effective Fall Semester 1998. Prior to this date, the College used a seven point grading system. Some curricula require a course grade of C in order to progress to the next course or term. Specific grading policies and procedures, including numerical scales, will be stated in each course syllabus.

Letter	Numerical Equivalent	Quality Points Per Semester Hour
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60-Failing	0
W	Unofficial Withdrawal	0
*OW	Official Withdrawal	0
*NA	Never Attended	0
*I	Incomplete	0
*AU	Audit	0
*T	Transfer Credit	0
P	Pass***	4
*AP	PCC Advanced Placement	0
*S	Satisfactory	0
*U	Unsatisfactory	0
*NG	No Grade Submitted by Instructor	0
*IP	In Progress**	0
*OW.	Official Withdrawal after non-attendance	0
*R	Re-Enroll***	0

*Not included in computing grade point average.

**An "In Progress" or Re-enroll grade is given in developmental courses when progress has been made but required objectives for the course have not been met. It is given in lieu of a D or F grade and has a neutral affect on the student's GPA. "IP" and "R" grades are never removed and will remain on the transcript. However, in accordance with PCC's Forgiveness Policy, only the highest grade earned for the course will be included in the cumulative grade point average (cumulative GPA).

***The "P" and "R" grades are used in developmental math and English courses. "P" is used when 80% mastery of the course content has been achieved. When the student's mastery of course content is less than 80% the "R" grade is issued. "R" grades have a neutral effect on the student's GPA. Students receiving an "R" grade in a prerequisite course must re-enroll in that course and may not proceed to the sequential course until 80% mastery has been achieved.

****Health Sciences students use a different grading system. Health Sciences students should refer to their Student Program Handbooks for details.

For further explanation of grades, refer to the "Attendance and Withdrawal from Classes" sections on pages 54 - 57.

ACCESS TO FINAL GRADES

Once an instructor has submitted grades and they have been verified by the Admissions and Records Office, students may access their official final grades online by logging in to their myPittCC account. Students may also request an official transcript from the Admissions and Records Office.

INCOMPLETE

An "Incomplete" is given at the discretion of the instructor when a student demonstrates satisfactory progress in a course but needs more than one semester to complete the requirements of the course. To qualify for a grade of "I," a student must be enrolled in a course the last ten days of the semester. No grades or quality points are awarded because of incomplete work.

In order to remove an "I" in a curriculum course, the student must complete the work during the first twelve weeks of the next semester immediately following receipt of the "I" (see College Calendar).

An "I" that is not removed during the first twelve weeks remains on the transcript but does not calculate in the student's grade point average. If the student fails to remove the "I" during the twelve week grace period, the student must re-enroll in the course IF CREDIT FOR THE COURSE IS NEEDED.

The following exceptions to this policy apply:

- To remove an "IP" grade in a developmental course, a student must re-enroll in the course.
- Students receiving an "I" grade in a health sciences course may be required to be re-accepted into their program and to re-enroll in the course. Please consult the health sciences program student handbook for further details.
- "I" grades may not be issued to students receiving Veteran's benefits.

A student receiving an "I" in a prerequisite course may not proceed to the sequential course without permission of the instructor or, if absent, the department chair.

ACADEMIC PROGRESS

The policy governing academic progress at Pitt Community College is intended to assist the student in successfully completing a chosen program of study within a given period of time. A cumulative grade point average of 2.00 must be earned in the required courses in all curricular programs.

Academic Probation

A student is placed on academic probation when the cumulative grade point average falls below the academic probation level according to the standards of academic progress.

Unsatisfactory Academic Progress
A student who remains on academic probation for the second consecutive semester is considered making unsatisfactory progress for that semester.

If after two (2) consecutive semesters Veteran students have failed to maintain satisfactory academic progress according to the academic progress policy as stated in the institutional catalog, VA educational benefits will be terminated. Veteran students may continue to attend the institution but cannot receive VA educational benefits. When a veteran student's GPA is brought back to scale, he/she may resume receipt of benefits.

Satisfactory Academic Progress
A student is considered making satisfactory academic progress until placed on academic probation for the second consecutive semester; then the student is considered making unsatisfactory academic progress as of the beginning of that semester. Federal regulations require that a student receiving federal financial aid of any kind be making satisfactory academic progress (see Financial Aid).

Good Academic Standing
A student who is not on academic probation or suspension is considered in good academic standing.

Standards of Academic Progress Scale
The following scales establish standards of academic progress to ensure that the student will attain a cumulative grade point average of 2.00 required for graduation. Academic probation is defined as any GPA less than the GPA shown in the column below.

Scale for Diploma and Certificate Programs

Hours Toward Degree	GPA
0-9	1.00
10-18	1.35
19-27	1.75
28-and above	2.00

Scale for Associate Degree Programs

Hours Toward Degree	GPA
0-10	1.00
11-20	1.25
21-30	1.50
31-40	1.75
41-50	1.90
51-and above	2.00

This policy does not apply to students classified as non-degree (those students not

working toward a degree or diploma).

Grades are available to students at the end of each semester via the web. The cumulative hours earned on the grade report includes credit hours transferred from other colleges and previous coursework taken at Pitt Community College.

FORGIVENESS POLICY

Students may have retaken courses to improve their performance or may have earned low grades in courses that are not required in the current major. Pitt Community College grants a unilateral forgiveness policy that automatically applies to all students: only the highest grade earned for each course and only those courses required for graduation in the selected major will be included in the major grade point average (major GPA) and total semester hours of credit toward graduation.

Highest grade earned must be for the same course. Course substitutions cannot be applied to the forgiveness policy. Transfer work form another institution cannot replace a grade earned for a course taken at PCC.

The permanent academic transcript reflects all courses attempted and all grades earned. The cumulative grade point average (cumulative GPA) includes the highest grade earned for each course.

PRIVACY OF EDUCATIONAL RECORDS

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Pitt Community College supports the rights and privacies afforded each student by the Act and is in compliance with its provisions.

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

Each student has the right to inspect and review the educational records maintained by the College that are directly related to that student. Educational records include admission documents, registration documents, grades, and other supporting documents which are maintained in the student's permanent academic file in the Admissions and Records Office. Educational records also include tests, assignments, and grade calculations maintained by faculty in departmental files. A student does not have the right to inspect documents containing educational information related to other students.

Requests to inspect and review educational records shall be made by the student in writing to the Admissions and Records Office. The College will comply with such requests within a reasonable time period not to exceed forty-five days after the written request is made. Requests by students to challenge the contents of educational records must be made in writing to the Admissions and Records Office.

Directory information (student's name, address, e-mail address, telephone, date of birth, major, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational institute attended) may, at the discretion of the College, be released without written consent of the student in accordance with the provisions of the Act. A student may prevent disclosure of directory information by notifying the Admissions and Records Office in writing. Requests for non-disclosure must be filed annually.

All official documents, such as transcripts from other colleges, become the property of PCC and cannot be returned or reissued.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation by the school to comply with the requirements of FERPA. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained from the Admissions and Records Office or the Library.

TRANSCRIPTS

Official transcripts bear the College seal and the Registrar's signature. If you are forwarding them to another party (e.g. another college or university, potential employer, etc.) where an official transcript is needed, you should not open the envelope.

Pitt Community College cannot provide you with copies of transcripts from other schools you have attended. If such transcripts are needed, please contact those schools directly.

If you are currently enrolled and your request is marked "hold for final grades" or "hold for degree," we will hold your request until grades or degree are posted, or until you notify us otherwise.

The fee for transcripts, whether ordered online, by mail, or in person is $5.00 per copy.

Pitt Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web. Transcripts may be requested 24 hours a day, seven days a week. Online transcript requests submitted on weekends or while

the College is closed for holidays will be processed in the order received when the College re-opens. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed.

All financial obligations to the college must be cleared before any transcripts will be released.

For further information contact the Admissions and Records Office at (252) 493-7232.

VERIFICATION OF ENROLLMENT

Students may request verification of their enrollment at the College through the Admissions and Records Office. Verification requests for the current semester will not be processed until after the census date for that semester. Student enrollment verification is made available to financial aid lenders through the National Student Loan Clearinghouse (NSLC). Initial reporting to the NSLC will not be done until after the census date for the semester. A student may prevent disclosure of enrollment information by notifying the Admissions and Records Office in writing. Requests for non-disclosure must be filed annually.

TRANSFER TO OTHER INSTITUTIONS

Students planning to transfer to four-year colleges or universities are responsible for becoming acquainted with that institution's departmental requirements in the intended major and being guided by those requirements in selecting curricular courses and electives. The College maintains a file of catalogs of many other colleges and universities in the counselors' offices. The counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting its requirements.

Students planning to complete Pitt Community College graduation requirements at another college should refer to GRADUATION AFTER TERMINATION OF ATTENDANCE.

CHANGES IN REGULATIONS

Pitt Community College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as deemed necessary.

CHANGES IN MAJOR COURSE OF STUDY

Students desiring to change major courses of study should receive academic counseling. A request for change of curriculum must be signed by the department chair for the new program and returned to the Admissions and Records Office.

Students who plan to graduate should not request a change of curriculum until all required courses have been completed in their current curriculum (although they may take courses outside the current curriculum prior to its completion). This will enable the Admissions and Records Office to evaluate all transcripts for credit under the correct catalog of record. Please refer to TRANSFER CREDIT and

CATALOG OF RECORD.

Students who plan to continue at PCC after completing the program of study must complete a Change of Program declaring a new program of study.

Students who plan to pursue two curriculums simultaneously may do so by completing a request for double major with the Admissions and Records Office.

STUDENT CLASSIFICATIONS

Freshman	A student who has earned fewer than 32 semester hours of credit
Sophomore	A student who has earned 32 or more semester hours of credit
Full-time Student	A student who is registered for twelve or more semester hours of credit
Part-time Student	A student who is registered for less than twelve semester hours of credit
Non-degree Curriculum	A full-time or part-time student not seeking a degree or diploma

GRADUATION REQUIREMENTS

Upon recommendation of the faculty and the approval of the board of trustees, appropriate degrees, diplomas, or certificates will be awarded to students successfully completing the requirements of the curricula in which they are enrolled.

All students must:

1. Complete course requirements as prescribed in the catalog of record of the candidate for graduation (see Catalog of Record),

2. Earn a minimum of 2.0 grade point average ("C" average) in the required courses of the curriculum * for which they are applying for graduation,

3. Clear all financial obligations to the College,

4. Complete at least 25% of credit hours required for the degree, diploma, or certificate at the College, of which 12 semester hours must be major course work with appropriate departmental prefix designation for a degree or diploma (see Transfer Credit),

5. Meet a minimum math competency of MAT-070 or DMA-040,

6. Apply for graduation with faculty advisor by the fifteenth calendar day of the semester of anticipated graduation.

* All health science students must maintain a grade of "C" in all curriculum courses.

In some cases, circumstances may warrant the substitution of a course for a course required for graduation. Substitutions must be approved by the student's advisor, the Dean, and the registrar.

Students should meet with their advisors and complete their graduation checklists prior to registering for the candidates' last semester of attendance. The advisors will submit a list of potential candidates for graduation to the Admissions and Records Office. After validation by the Admissions and Records Office, the Vice President of Student Development Services will be notified of candidates' eligibility for graduation. Those students determined ineligible will be notified by their advisors.

Students are eligible to graduate with honors if their major GPA is 3.50 the semester prior to graduation in the curriculum from which they are graduating.

Graduation exercises are held in May. Degree and diploma recipients are eligible to march.

Students pay for their caps, gowns, and diploma jackets. The College provides degrees, diplomas, and certificates.

SUMMER GRADUATES PARTICIPATING IN SPRING CEREMONIES
Students scheduled to graduate at the end of summer semester may request to participate in the spring semester graduation ceremony.

Students desiring to participate during the spring graduation ceremony
1. Should make an appointment with their advisors to discuss their graduation readiness

2. Must be within 12 hours of graduation or have approval of the Dean

3. Must register and pay for ALL classes needed to graduate in August before the end of the spring semester (student's advisor is responsible for verifying)

4. Must pass all courses taken in the spring

5. Must pay fees for graduation

Summer graduates participating in the spring graduation ceremony will be eligible to receive an honor cord for the spring graduation ceremony if their major GPA is

3.5 the semester prior to the cermony.

In addition,

1. All requests for summer graduates to participate in the spring graduation ceremony are due at the same time requests for spring graduation are due.

2. There will be no refunds of graduation fees if the student does not graduate.

GRADUATION AFTER TERMINATION OF ATTENDANCE

All students who wish to receive a degree from Pitt Community College after terminating their attendance with course requirements not met must, in addition to the requirements shown in GRADUATION REQUIREMENTS, receive approval of the courses to be taken at the college they plan to attend. This approval must be in writing from the Admissions and Records Office. A maximum of twelve (12) credit hours will be approved to be completed within twelve (12) months of termination of attendance.

Students wishing to re-enroll after graduation must complete a change of major form to establish a new program of study.

CATALOG OF RECORD

Students in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum, or they have the option of choosing the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

REPETITION OF COURSE WORK

With the consent of their advisors, students may repeat courses in which a "D," "F," or "W" grade was earned on the first attempt.

Any course repeated will be recorded on the academic transcript. Only the highest grade will be calculated in the cumulative grade point average, the major grade point average, and the total semester hours of credit toward graduation.

When a student receives an "F" in a course not offered during the remainder of the student's residence, an equivalent course may be substituted for purposes of meeting program requirements upon recommendation of the student's advisor, the Dean, and the registrar.

Because of the nature of the coursework, Health Sciences students may be required to repeat a course to demonstrate proficiency of skills.

Because of rapidly changing technology, many courses currently offered are significantly different from courses offered in previous semesters. Therefore, at

the discretion of the advisor, and with final approval by the department chair, a student returning to school after an absence of three years or more may be required to repeat a course or demonstrate competency in that course before receiving a degree, diploma, or certificate in a particular curriculum.

All curriculum students will be required to obtain approval of the department chair to repeat a course more than two times. Students in Developmental Math (DMA) courses should refer to the college's DMA repeat policy. The student may be asked to justify the need for further course repetition.

Students receiving financial aid or veterans' benefits should be aware that in some cases they can not receive assistance for repeating courses previously passed.

FACULTY ADVISOR SYSTEM

The faculty advisor system is designed to ensure students' educational progress and success. Students who have a declared program of study with prescriptive curricula are assigned a faculty advisor to guide them in creating and meeting academic goals.

Students in the AA, AS or AGE degrees will follow the below process for Academic Advising:

All new University Transfer and Associate in General Education students are assigned to the Arts & Sciences' Student Success Center for academic advising. Advisors in the SSC will help students select courses, answer questions about their program of study, set academic goals, creates a Student Educational Plan and ensure they are ready for registration. After successful completion of ACA 111 (AGE students) or ACA 122 (University Transfer students), students will be assigned an individual advisor.

*Note AGE and University Transfer students with 24+ credits from another institution are assigned directly to an individual advisor.

Faculty Advisor Responsibilities:

- To meet each new advisee in order to create and discuss an academic educational plan and to set academic goals.
- To maintain contact and assist continuing students with adhering to their academic plan, meeting curriculum requirements, and fulfilling academic goals.
- To assist advisees with college policy and procedures.
- To prepare advisees for graduation through the completion of a graduation audit and guidance in making career-oriented decisions.
- To act as the advisee's representative when needed and provide direction for

additional campus resources.

- To post office hours, showing when available for consultation with students.

Student Advisee Responsibilities:

- To contact their advisor each semester before registering for classes, so the advisor can evaluate academic progress, review the educational plan, confirm program requirements are being met, and graduation is in a timely manner.

- To meet with their advisor the semester before program completion/ graduation in order to have a graduation audit completed.

- To maintain regular class attendance and a strong GPA, seeking guidance from their advisor when additional campus resources are necessary.

FINANCIAL AID

The goal of Pitt Community College's Financial Aid Office is to provide assistance to students having financial need. This assistance may come in the form of grants, scholarships, student or parent loans (which need to be paid back) and/or work opportunities. Eligible students are awarded a financial aid package consisting of one or more of these types of assistance, based on their financial need. In most cases, the package tries to meet most or all of the student's "unmet need", subject to the availability of funds.

Need is determined by evaluating the information provided on an aid application. Factors such as income, assets, and benefits are considered in determining the need for aid. The amount of actual award is determined once the Financial Aid office receives the Student Aid Report (SAR), which is produced when the student submits the Free Application for Federal Student Aid (FAFSA). Students must apply online at www.fafsa.ed.gov.

To be eligible to receive financial aid, a student must be enrolled in an eligible curriculum leading to a degree or diploma. Students must also have a high school diploma from a high school recognized by the Department of Education or GED, must maintain satisfactory academic progress, and may not owe a repayment on a grant nor be in default on an educational loan.

The Financial Aid office is open Monday from 8:00 a.m. to 7:00 p.m. and Tuesday through Friday from 8:00 a.m. to 5:00 p.m. We are located in the Craig F. Goess Student Center. For further information contact the Financial Aid Office at (252) 493-7339.

COORDINATION OF INSTITUTION-WIDE FINANCIAL AID AWARDS POLICY

All federal and state financial aid funds are awarded through the financial aid office. All institutional, PCC Foundation, and externally funded scholarships

are awarded by the Institutional Advancement Office. Institutional General scholarships are funded by the college's auxiliary enterprises. To apply for an institutional scholarship, all students must complete a FAFSA at www.fafsa.ed.gov. The awarding of all types of financial aid is coordinated by the financial aid office.

FINANCIAL AID FRAUD AND FORGERY

In the process of applying for financial aid most students may be required to submit documents to the Financial Aid Office in order to complete their application. Please be aware that falsification and misrepresentation of information submitted for the purpose of receiving financial assistance will result in the cancellation of future assistance and repayment of all prior assistance received under pretense. Signing someone else's name and falsification of income information are examples of fraud and forgery. If you purposely give false or misleading information to receive federal financial aid, you may be fined $20,000, sent to prison, or both.

DISBURSEMENT OF EXCESS FINANCIAL AID

Disbursement of excess financial aid (aid remaining after tuition, fees and bookstore charges) will be mailed to the student approximately three weeks after the term has begun. Attendance for classes must be verified prior to disbursement. Students will not be allowed to pick up checks. All checks will be mailed to the address on file in the Registrar's office.

ACADEMIC REQUIREMENTS FOR SATISFACTORY PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE

Federal regulations require Pitt Community College to define minimum standards of Satisfactory Academic Progress (SAP) which students must meet in order to receive the Title IV funds which includes Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Direct Loan, and funds from other federal or state administered programs.

SAP will be checked for all students receiving federal or state financial aid at the end of each term. If any student is not making progress according to the SAP guidelines established for PCC students, he or she will be placed on probation for ONLY one term. At the end of the probationary term, if the student is still not making SAP his or her financial aid will be terminated and the student will need to file an appeal and have it approved in order to have financial aid reinstated

- All students who have been placed on probation will be required to meet with the FA & Customer Service Rep and attend a workshop designed to help them regain their financial aid eligibility. During the probationary term it is the student's responsibility to contact these PCC employees in order to add additional documentation if the student feels the appeal will be necessary. Appointments may be made online from the financial aid webpage.

- Students wishing to file an appeal will need to meet with the FA & Customer Service Rep before the term deadline in order to receive counseling and to

obtain the appeals form. Appeals forms will no longer be available in the financial aid office or on the website. Financial Aid appeals deadlines are as follows: Fall 2013 - July 26, 2013; Spring 2014 - December 11, 2013; Summer 2014 - May 6, 2014.

Measurable Satisfactory Academic Progress

1. To maintain satisfactory academic progress, students must earn a cumulative GPA according to the number of semester hours for which they have attempted as indicated below:

ASSOCIATE DEGREE, DIPLOMA/*ELIGIBLE CERTIFICATE PROGRAMS

Attempted Hours	GPA
0 - 10	1.00
11 - 20	1.25
21 - 30	1.50
31 - 40	1.75
41 - 50	1.90
51 and above	2.00

2. Students must pass 67% of the courses for which they register. (For example - A student who registers for 12 hours must pass 8.04 hours, if they register for 6 hours must pass 4.02 hours. This includes all credit hours on transcript. For purposes of determining enrollment status, students who, at the end of the drop-add period, are enrolled for 12 or more credit hours are considered full-time. Students enrolled for 9 to 11 credit hours are three-quarter time students and students enrolled for 6 to 8 credit hours are ½-half time.

3. In calculating SAP, all transfer credits that have been accepted by PCC will be included in both credits attempted and credits completed for purposes of calculating 67%.

*BLET is currently the only eligible certificate curriculum

Financial Aid Probation - Unsatisfactory Academic Progress

1. Students who fail to meet make Satisfactory Academic Progress are placed on FINANCIAL AID PROBATION and are considered to be making UNSATISFACTORY ACADEMIC PROGRESS. Students in this category may continue to receive Financial Aid for one additional term. If the requirements are not met at the end of this term, his/her Financial Aid will be terminated until the requirements are met.

2. All students who have who have been placed on probation and have extraordinary circumstances will be encouraged to meet with the FA Customer Service Rep and attend a workshop designed to help them regain their financial aid eligibility in order to complete an appeal in the event that they do not make SAP after their probationary term. During the probationary term it is the student's responsibility to contact these PCC employees in order to add

additional documentation if the student feels the appeal will be necessary.

Appeal Process

1. Students may appeal their suspension/termination of eligibility for Financial Aid only for "extraordinary circumstances" to the Financial Aid Appeals Committee. Examples of extraordinary circumstances may include illness or an accident.

2. Appeals must be done on the appeals form and MUST BE accompanied by appropriate documentation. Appeals will be limited to a total of three (3) per student during their time at PCC. Appeals will be heard once each semester, after final grades for the term have been submitted. The deadlines for filing an appeal are as follows:

    - July 26, 2013 - Fall Term
    - December 11, 2013 - Spring Term
    - May 6, 2014 - Summer Term

Students will be notified within four business days from the date final grades are due in to the Registrar's office.

Procedures for Reinstatement

1. Students who have had their Financial Aid eligibility terminated may be reinstated in one of the following ways:
    a. By approval from the Financial Aid Appeal Committee.
    b. By enrolling at the college without the benefit of Financial Assistance until the requirements of A.1 and A.2 are met.

2. Retroactive (previous term) payments of Financial Aid for terms when students were ineligible is prohibited.

Non-Credit Courses

Non-credit courses and audit courses may NOT be included in a student's enrollment status for financial aid purposes.

Changes to Financial Aid Awards

The financial aid office will lock award amounts in at the ten percent point of the standard term. Students who never attend or who drop prior to the ten percent point will have their financial aid award amount reduced by the computer system.

All coursework that is not remedial coursework cannot be re-registered for during the term. Students in remedial coursework who do not pass may be re-registered for the course again in the next mini session. Example: Sally is taking DMA 010 (starting in January), DMA 020 (starting in February), DMA 030 (starting in March), DMA 040 (starting in April) for the spring semester. Sally does not pass DMA 010. Sally cannot progress to DMA 020 until she passes DMA 010. Sally may re-register for DMA 010 (starting in February), register for DMA 020

(starting in March) and DMA 030 (starting in April) and still receive financial aid without it being recalculated as long as there is no change in the total credit hours per semester.

Maximum Number of Academic Years to Receive Degree
Students are expected to finish their degree or program within 150% times the published amount of time the curriculum would normally require. (Example - Curriculum requires 75 hours to complete. Students would be allowed 112 hours to complete curriculum). For calculating 150%, all courses taken at PCC and those that transfer in from another school that apply to their major will be calculated. If a student has previously graduated from a curriculum the previous credits transferable toward that new curriculum will be counted. All other coursework will be counted except developmental. Students appealing for 150% will also be required to submit an electronic Student Educational Plan developed through the institution's -advising module from their advisor as part of their appeal. Students who attend beyond the allowable time will not be eligible to receive financial aid. Special circumstances may be appealed to the Financial Aid Appeals Committee.

Example: Student graduates from Associates in General Education. Student is now accepted in Associates in Nursing. There are 32 Credits completed from Associates in General Education that are in the Nursing curriculum. Only 32 credits (the credits that applied toward the Nursing Program) would count toward 150%.

ESTIMATED COST OF ATTENDANCE
The budgets below are used to determine the cost of attendance for a student to attend either on a nine month basis or a twelve month basis. These totals are used to assist in determining unmet need. The need is defined as the cost minus the estimated family contribution. The estimated family contribution (EFC) is calculated by the Department of Education on the student aid report produced when the student files the Free Application for Federal Student Aid (FAFSA).

2013-2014 STUDENT BUDGETS FOR CAMPUS BASED PROGRAMS

	A 9 MONTH W/PARENTS	B 9 MONTH NOT W/PARENTS	C 12 MONTH W/PARENTS	D 12 MONTH NOT W/ PARENTS
IN STATE TUITION	$1742	$1742	$2613	$2613
BOOKS/ SUPPLIES	$1200	$1200	$1800	$1800
ROOM	-0-	$5400	-0-	$7200
BOARD	$4500	$4500	$6000	$6000
PERSONAL	$1800	$1800	$2400	$2400
TRANS	$4050	$4050	$5400	$5400
TOTALS	$13,292	$18,692	$18,213	$25,413
	E 9 MONTH W/PARENTS	F 9 MONTH NOT W/PARENTS	G 12 MONTH W/PARENTS	H 12 MONTH NOT W/ PARENTS
OUT OF STATE TUITION	$6350	$6350	$9525	$9525
BOOKS/ SUPPLIES	$1200	$1200	$1800	$1800
ROOM	-0-	$5400	-0-	$7200
BOARD	$4500	$4500	$6000	$6000
PERSONAL	$1800	$1800	$2400	$2400
TRANS	$4050	$4050	$5400	$5400
TOTALS	$17,900	$23,300	$25,125	$32,325

*These figures for expenses other than tuition are based upon a survey of students by the Institutional Research Department.

FINANCIAL AID BOOKSTORE/SUPPLY PURCHASE POLICY

Students are not required to purchase books at the PCC Bookstore. This service is provided by the college as a convenience. Students may purchase required books and supplies (as listed on the course syllabus) at off-campus locations with grant money under the following conditions:

1. The student must have finalized their schedule during the priority registration period.

2. The student must provide the Financial Aid Office with a written statement (on letterhead) from the off-campus vendor one week prior to the first date of class that indicates that the off campus vendor will (1) allow the student to make a charge against the student's grant account, and (2) will bill the College for the charges. The student must also provide a copy of the syllabus for the course for which books and required supplies are being purchased.

3. Schedule changes will not be allowed once the off-campus purchase has been authorized.

4. Off-campus purchases will not be authorized once refund checks have been disbursed.

The student will be limited to one (1) location each semester to use the grant funds (i.e., the student will not be allowed to purchase books and required supplies at the PCC Bookstore and at an off-campus location during a semester).

GRANTS

Federal Pell Grant

Federal Pell Grants are awarded to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. Students should contact the financial aid office for an application or may apply online at www.fafsa.ed.gov .

The Basic Law Enforcement and Cosmetology Curriculums will be paid as clock hour programs instead of credit hour. The U.S. Department of Education has determined that these programs of study require clock hours for licensure. Clock hours completed will be reported by these departments to the financial aid office prior to awarding and distributing financial aid. Students in these majors may be required to pay tuition and fees at registration if they are re-enrolling for subsequent terms and have not completed clock hours required for the previous term.

Federal Supplemental Educational Opportunity Grant (F-SEOG)

A Federal Supplemental Educational Opportunity Grant (F-SEOG) is for undergraduates with exceptional financial need (with priority given to Federal Pell Grant recipients). Schools receive a limited amount of funds for the F-SEOG program, therefore, when the funds have been awarded, there will be no additional funds for the academic year.

North Carolina Community College Grant

The North Carolina Community College Grant was appropriated by the NC

Legislature in 1999 to assist residents of North Carolina pay their college tuition at a NC Community College. Students may apply by completing the Free Application for Federal Student Aid. Funding for this program is contingent upon appropriation by the NC Legislature.

North Carolina Lottery Scholarship
Funding for this program is contingent upon appropriation by the NC Legislature.

NC Childcare Grant
The NC Childcare Grant is available for students to assist with childcare expenses. The application is posted online at www.pittcc.edu. To be considered a student must:

- First priority given to single students enrolled 9 credit hours and awarded financial aid at PCC in a college transfer/general curriculum
- Second priority given to married students with demonstrated child care needs
- Minimum GPA required is 2.0 for previously enrolled students
- Parent to choose legally operating, licensed child care provider for children birth to five years
- All applicants must be eligible to receive Federal Pell Grant funds
- If you are receiving assistance for child care from social services, you cannot be awarded this grant
- Your child must be living with you, (having full custody or joint custody), and your child must be under age 5 and not in public school

Funding for this program is contingent upon appropriation by the NC Legislature.

LOANS

Federal Direct Loans
The following information has been obtained from the U.S. Department of Education at http://www2.ed.gov/offices/OSFAP/DirectLoan/applying.html

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. With Direct Loans, students and parents can:

- Borrow directly from the federal government and have a single contact-the Direct Loan Servicing Center-for everything related to the repayment of your loans, even if you receive Direct Loans at different schools;
- Have online access to your Direct Loan account information 24 hours a day, 7 days a week at Direct Loans on the Web at: www.studentloans.gov.
- Can choose from several repayment plans that are designed to meet the needs of almost any borrower, and you can switch repayment plans if your needs change.

The current interest rate for Federal Direct loans may be found at www.studentloans.gov.

If you're a dependent undergraduate student (excluding students whose parents cannot borrow PLUS Loans), each year you can borrow up to:

- $5,500 (for loans first disbursed on or after July 1, 2008) if you're a first-year student enrolled in a program of study that is at least a full academic year. No more than $3,500 of this amount can be in subsidized loans.
- $6,500 (for loans first disbursed on or after July 1, 2008) if you've completed your first year of study and the remainder of your program is at least a full academic year. No more than $4,500 of this amount can be in subsidized loans.

If you're an independent undergraduate student (and a dependent student whose parents have applied for but were unable to get a PLUS Loan (a parent loan)), each year you can borrow up to:

- $9,500 (for loans first disbursed on or after July 1, 2008) if you're a first-year student enrolled in a program of study that is at least a full academic year. No more than $3,500 of this amount may be in subsidized loans.
- $10,500 (for loans first disbursed on or after July 1, 2008) if you've completed your first year of study and the remainder of your program is at least a full academic year. No more than $4,500 of this amount may be in subsidized loans.

Requirements for First Time Borrowers
All first time PCC borrowers must attend a mandatory one-hour workshop before you can apply for a loan. Workshops are offered several times throughout each month. Before registering for a workshop, FAFSA processing must be complete and all follow-up paperwork submitted to PCC. Students will receive assistance in completing the loan request form during the workshop. A photo ID is required for entrance to the meeting. Students may sign up for the loan workshop at www.pittcc.edu/financial-aid.

Students must also complete Online Entrance Counseling and electronically sign a Master Promissory Note (eMPN) before funds are disbursed. Students may complete these steps before or after attending our mandatory workshop.

Fill out your eMPN online at www.studentloans.gov.

Complete your Entrance Loan Counseling at studentloans.gov/myDirectLoan.

The Basic Law Enforcement and Cosmetology Curriculums will be paid as clock hour programs instead of credit hour. The U.S. Department of Education has determined that these programs of study require clock hours for licensure. Clock hours completed will be reported by these departments to the financial aid office prior to awarding and distributing financial aid. Students in these majors

may be required to pay tuition and fees at registration if they are re-enrolling for subsequent terms and have not completed clock hours required for the previous term.

Federal Direct Plus Loans
The following information has been obtained from the U.S. Department of Education at http://www2.ed.gov/offices/OSFAP/DirectLoan/parent.html.

Parent eligibility requirements for a Direct PLUS Loan
You must be the student's biological or adoptive parent or the student's stepparent, if the biological or adoptive parent has remarried at the time of application. Your child must be a dependent student who is enrolled at least half-time at a school that participates in the Direct Loan Program. For financial aid purposes, a student is considered "dependent" if he or she is under 24, unmarried, and has no legal dependents at the time the Free Application for Federal Student Aid is submitted. (Exceptions are made for veterans, wards of court, and other special circumstances.) If a student is considered dependent, then the income and the assets of the parent have to be reported on the FAFSA.

Additional requirements to receive a PLUS loan
Parent PLUS loan borrowers cannot have an adverse credit history (a credit check will be done). In addition, parents and their dependent child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the Federal Student Aid programs. You can find more information about these requirements in Funding Education Beyond High School: The Guide to Federal Student Aid available at: www.studentaid.ed.gov.

Applying for a PLUS Loan and the Master Promissory Note (MPN)
To take out a Direct Loan for the first time, you must complete a PLUS Application and master promissory note (MPN) and a Parent Plus request form. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s). The MPN will be provided either by your child's school or the Department.

If your child's school offers the option of completing the MPN electronically, you can do so online at the Direct Loans e-MPN website. If you are borrowing Direct PLUS Loans for more than one student, you'll need to complete a separate MPN for each one. To complete an MPN online, you will be required to use your Department of Education-issued PIN (not your child's). If you do not have a PIN, you may request one from the official PIN site.

In most cases, once you've submitted the MPN and it's been accepted, you won't have to fill out a new MPN for future loans you receive to pay for the educational expenses of the same student. Unless your child's school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans

on a single MPN for up to 10 years.

You'll receive a disclosure statement that gives you specific information about any loan that the school plans to disburse under your MPN, including the loan amount and loan fees, and the expected loan disbursement dates and amounts.

Credit check & endorser alternative

When you apply for a Direct PLUS Loan, the Department will check your credit history. To be eligible for a PLUS Loan, you must not have an adverse credit history. If you are found to have an adverse credit history, you may still borrow a PLUS Loan if you get an endorser who does not have an adverse credit history. An endorser is someone who agrees to repay the Direct PLUS Loan if you do not repay the loan. The endorser may not be the student on whose behalf a parent obtains a Direct PLUS Loan. In some cases, you may also be able to obtain a Direct PLUS Loan if you document to our satisfaction that there are extenuating circumstances related to your adverse credit history.

Loan limits, interest rate, and loan charges

There are no set limits for Direct PLUS Loans, but you may not borrow more than the cost of your child's education minus any other financial aid received, such as a Direct Subsidized or Unsubsidized Loan. The school will determine the actual amount you may borrow.

The interest rate for Direct PLUS Loans is a fixed rate of 7.9%. Interest is charged on Direct PLUS Loans during all periods, beginning on the date of your loan's first disbursement. To find out more information on interest rates for Direct PLUS Loans, contact the Direct Loan Servicing Center.

In addition to interest, you pay a loan origination fee that is a percentage of the principal amount of each Direct PLUS Loan that you receive. This fee helps reduce the cost of making these low-interest loans. We deduct the fee before you receive any loan money, so the loan amount you actually receive will be less than the amount you have to repay.

Dependent students whose parents have applied for but were unable to get a PLUS Loan are eligible to receive additional Direct Unsubsidized Loan funds.

How a loan is disbursed (paid out)

Generally, your loan will cover a full academic year and your child's school will make at least two disbursements to you, for example, at the beginning of each semester or quarter or at the beginning and midpoint of your academic year.
In most cases your child's school will disburse your loan money by crediting it to your child's school account to pay tuition, fees, room, board, and other authorized charges. If the loan disbursement amount exceeds your child's school charges, the school will pay you the remaining balance of the disbursement directly by check or other means. In some cases, with your permission, the school may disburse some of the PLUS loan money directly to the student. Your child's school will notify

you in writing each time they disburse part of your loan money and will provide information about how to cancel all or part of your disbursement if you find you no longer need the money. You will also receive a notice from us confirming the disbursement. You should read and keep all correspondence received concerning your loan.

Using the loan for education expenses
You may use the loan money you receive only to pay for your child's education expenses at the school that is giving you the loan. Education expenses include school charges such as tuition, room and board, fees, and indirect expenses such as books, supplies, equipment, dependent child care expenses, transportation.

Pitt Community College also administers a limited number of bookstore loans which are funded by local businesses and citizens. Students should contact the Financial Aid Office for more information about the following loan program:

Van Nortwick Bookstore Loan Fund

FEDERAL WORK-STUDY
The Federal Work-Study Program provides jobs for undergraduates who have a financial need as determined by an approved needs analysis program. Students are paid monthly and will receive wages for hours of satisfactory work completed. The majority of our work study students are paid $7.25 per hour. Work schedules will be set up by the Financial Aid Office and the student's supervisor and will vary according to class schedules. Awards are made on a yearly basis and are subject to the availability of funds.

Students should complete the appropriate financial aid application to determine a need for the Federal Work Study Program. If a need is determined, they should then complete an institutional work study application. These applications may be obtained from the Financial Aid Office.

ALTERNATIVE LOANS
Alternative loans are private loans made by a lender to students attending school at least half-time. This type of loan is often used for independent students who desire additional loan eligibility beyond the Federal Stafford Loan. The student may borrow up to their cost of attendance. The interest on these loans varies based on the student's credit worthiness.

Students may also defer repayment on these loans until after graduating, leaving school, or dropping below half-time status.

REFUND/STUDENT REPAYMENT POLICIES FOR TITLE IV PROGRAMS
When a student is a recipient of Title IV funds and completely withdraws, ceases to attend a class(es) or is dismissed from Pitt Community College prior to the end of an academic period, the institution will determine whether and to what extent

such student received an overpayment. This determination will be based upon the amount of tuition, fees and room, board, transportation and miscellaneous expenses incurred by the student up to the last date of attendance reported by each instructor. Last dates of attendance are reported periodically each term. The final due date for last dates of attendance is the date grades are due. Clock hours completed for Basic Law Enforcement and Cosmetology will also be collected. Once the student has been billed by the financial aid office, the student will have fifteen business days to dispute the amount owed by contacting the instructor for any correction(s) to the last date of attendance. Notification of any balance due will be mailed to the address of record in the Admissions and Records Office. An email notification of the bill will also be sent to the student's myPittCC email account.

SCHOLARSHIPS

Scholarships are available to students based on different factors such as program of study, academic performance, need, and county of residence. Students should complete FAFSA to be considered for the following scholarships:

Baer Academic Endowed Scholarship
Floyd & Hilda Boyce Nursing Endowed Scholarship
James Brooks Scholarship
Chick-Fil-A Scholarship
Philip L. Clark NOW Scholarship
Joseph Downing Endowed Scholarship
Finch Scholarship
Golden LEAF Foundation Scholarship
Addie Gore Scholarship
W.H. Howell Endowed Scholarship
Lloyd Huggins Memorial Scholarship
Dale Leary Endowed Scholarship
NC Education Lottery Scholarship
PCMH Nursing Scholarship
Peace Church Endowed Scholarship
James J. and Mamie Richardson Perkins Endowed Scholarship
Service Roofing Endowed Scholarship
Beth Butler Smithwick Memorial Scholarship
State Employees Credit Union Scholarship
Van Nortwick Endowed Scholarship
Vernon E. White Endowed Scholarship
Wells Fargo Scholarship
Winterville High School Class of 1943 Endowed Scholarship
Danny Woods Memorial Endowed Scholarship

Students should complete FAFSA to be considered for the following PCC Foundation scholarships:

Action Auto Endowed Scholarship

Alliance One, Inc. Endowed Scholarship
ALLTEL Endowed Scholarship
American Legion Post 39 of Greenville Endowed Scholarship
American Legion Post 151 Veterans Memorial Fund Endowed Scholarship
Roselyn Armstrong OTA Endowed Scholarship
Dr. Edgar Boyd Scholarship
Dalton "Skip" Bright Endowed Scholarship
Captain Christopher Cash Memorial Scholarship
Pat Chenier Memorial Scholarship
Cherry Oaks Recreation Club Endowed Scholarship
Ryan Collier Memorial Scholarship
Billy R. Combs, Sr. Scholarship
Paula R. Davis Memorial Endowed Scholarship
Thomas Denton Memorial Scholarship
Joyce Ann and Bobby Dunn Memorial Endowed Scholarship
Eastern Radiology Scholarship
Edith Smith Edwards Scholarship
R. O. Everett Family Endowed Scholarship
Faculty Senate Scholarship
J. S. Flake Memorial Endowed Scholarship
Eleanor Beth Fulford Scholarship
William E. Fulford, Jr. Memorial Scholarship
Grady White Boats Endowed Scholarship
Graingers Scholarship
Greenville New Car Dealers Endowed Scholarship
Faye B. Gurganus Endowed Scholarship
Hardy's Appliance and Furniture Endowed Scholarship
Sandra Harrison Scholarship
Gene Hemby Endowed Scholarship
Home Health and Hospice Care Endowed Scholarship
Hope, Love and Cure Scholarship
HORIZONS Scholarship
Joan Hunter Memorial Scholarship
Jane Keller Travel Abroad Endowed Scholarship
Jennifer Knight Endowed Memorial Scholarship
Dr. Judith Kuykendall Endowed Scholarship
James E. Langston Endowed Memorial Scholarship
R. Dudley Miller Endowed Scholarship
John F. Minges Criminal Justice Endowed Scholarship
Thomas E. Minges Memorial/Pepsi Scholarship
Suellen G. Monk Endowed Scholarship
Garrie Moore Outreach Scholarship
Diane Murphrey "Make It Happen" Endowed Scholarship
National Association of Women In Construction (NAWIC)
Roxanne Nelson Memorial Scholarship
Timothy Oakley Memorial Endowed Scholarship
Sandra Roberts Ott Memorial Scholarship

John Payne - Pitt County Electrical Contractors Scholarship
PCCAEOP Scholarship
PCC Employees' Dependents Scholarship
PCC Foundation Scholarship
PCC Institutional General Scholarship
PCC Student Ambassadors Scholarship
PCMH Volunteer Auxiliary Endowed Scholarship
Karen Perry Endowed Scholarship
Piggly-Wiggly Scholarship
President's Scholarship
Dr. Michael Priddy Scholarship
Professional Construction Estimators Association Endowed Scholarship
William P. "Bill" Rice Endowed Scholarship
Ricks Automotive Scholarship
Kenneth R. and Phyllis P. Ross Endowed Scholarship
Dr. Charles E. Russell Endowed Scholarship
William H. Smith Endowed Scholarship
William "Bill" Russell Spencer Oncology Scholarship
Barbour Strickland Fine Arts Scholarship
Sylvia Jones Taylor Nursing Endowment
University Health Systems Endowed Scholarship
U.N.X./NCAT Scholarship
VISIONS Scholarship
Joan Warren Memorial Endowed Scholarship
Danny Williams HVAC Memorial Scholarship

For further information concerning scholarships, contact the Institutional Advancement Office at (252) 493-7287.

International Education Travel Scholarship (IETS)
The IETS is designed to provide students with financial resources to aid them in participating in PCC-sanctioned Education Abroad programs. Scholarship recipients will receive an award covering the full cost of the Education Abroad program (with some limitations) as long as funds are available. Upon successful completion of both the travel and the students' Community and Campus Sharing plans, students are granted the distinction of Global Scholar. Verification of enrollment as a full-time student is required before the scholarship is awarded.

All students who meet the following criteria are eligible to apply:

1. Current Pitt Community College student
2. Completed 12 credit hours at Pitt Community College
3. Have a 2.5/4.0 or better GPA
4. Have no disciplinary action
5. Plan to attend a PCC-sanctioned education abroad program
6. Have shown how education abroad experience relates directly to curriculum (student must be eligible to receive academic credit)

7. Student must be 18 years of age or have written permission from legal guardian
8. Knowledge that he/she must complete both a campus and community share plan (activities in which the Global Scholar shares what he/she has learned/ gained from the education abroad experience) upon his/her return from the education abroad program.

For more information contact the International Programs and Services Office at 493-7480 or email IPS@email.pittcc.edu.

OTHER SOURCES OF ASSISTANCE

Vocational Rehabilitation
Any person who has a substantial physical or mental condition which prevents employment may be eligible for services from the North Carolina Division of Vocational Rehabilitation Services. If eligibility is determined, financial assistance for educational costs may be provided as part of a total rehabilitation program. For further information contact any Vocational Rehabilitation unit office. The Greenville unit office is located at 101 Fox Haven Drive. The telephone number is (252) 830-8560.

North Carolina National Guard Tuition Assistance Program
Active North Carolina National Guard members who have a minimum of two years remaining as a member of the Guard from the end of the academic period for which tuition assistance is requested may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

Tuition Assistance/GoArmyEd
GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard and Army Reserve Soldiers to request federal tuition assistance for online, classroom and distance learning courses. Soldiers could possibly receive up to $4,500 per year for their first degree. Soldiers must first apply for federal tuition assistance before state tuition assistance. To apply, soldiers must log in to www.goarmyed.com. Applications must be submitted prior to the start date of classes and can be done up to 90 days in advance of the first state date of classes.

Local Sources of Financial Aid
Students are encouraged to keep in touch with their respective high school guidance counselors in order that they may be aware of various kinds of scholarships granted by hometown civic clubs, church groups, or other nonprofit associations or foundations.

Veteran Benefits
The Veteran Benefits Laws provide financial assistance to any veteran enrolled in an approved curriculum and eligible for benefits. To be eligible, the veteran student must be enrolled in an approved curriculum and taking (for pay) only

those classes required for graduation in the chosen curriculum. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the school standards for continuing eligibility for payment. For more specific information on Satisfactory Academic Progress Requirements see the section on Academic Requirements for Satisfactory Academic Progress to Maintain Financial Assistance.

Department of Veteran Affairs (DVA) payments for veterans in a diploma or degree program during the Fall and Spring standard term semesters are based on credit hours as indicated below. Mini terms may be calculated differently. The credit hours for summer will vary based on the number of weeks in a term.

12 or more credit hours: full-time
9-11 credit hours: three-quarter-time
6-8 credit hours: half-time
4-5 credit hours: less than 1/2 time more 1/4 time
3 or less credit hours: 1/4 time or less

Records of progress (transcripts) are kept by this institution on veteran and non-veteran students.

The Pitt Community College Department of Veteran Affairs Office is open Monday through Friday from 10:00 a.m. to 5:00 p.m. To schedule an appointment or for further information about Veterans services call (252) 493-7323 or schedule an appointment online at www.pittcc.edu/financial-aid.

Internet Course/Telecourse Policy for Veterans
All VA students applying for and/or receiving benefits at Pitt Community College are to meet the following criteria before enrolling in an internet/telecourse:

1. The student must meet with the VA certifying official before registering for the course. Criteria and procedures will be reviewed at this time. Completion of the placement test must be done before registering for any coursework at Pitt Community College.

2. The internet course must be an integral part of the student's current program and must be approved by the student's academic advisor. All remedial courses must be taken on-site to be considered eligible. Internet/hybrid remedial courses are <u>not</u> eligible for VA payment. On-site remedial self-paced courses are not eligible for VA payment.

3. The student will complete a self-assessment test and a test/orientation over the internet to determine their ability to participate in internet coursework.

4. The student must earn a grade of "D" or better in each internet course/ telecourse attempted in order to enroll in a subsequent internet course.

5. Regular communication (via e-mail) using the Blackboard program will be done with the student from the instructors to insure student success.

6. Class attendance will be based upon the completion date of assignments.

VA payments are based on class attendance. Ceasing attendance prior to the end of term may result in an overpayment with the VA. Students who receive an "I" must complete the required assignments prior to the deadline as stated in this catalog to receive a punitive grade. Students who fail to complete the class and remove the "I" will be unofficially withdrawn and the last date of attendace will be reported to the VA.

Dependents of Veterans
The Department of Veteran Affairs offers up to 45 months of educational benefits for qualified dependents of certain disabled or deceased veterans. An allowance of up to $987.00 per month is made to students under the program.

For further information on DVA benefits, the student should contact the Department of Veteran Affairs, the N.C. Department of Veteran Affairs, the DVA Regional Office in Winston-Salem or visit www.gobill.va.gov.

STUDENT DEVELOPMENT SERVICES

Student Development Services Vision Statement:

Equipping students for success by developing competencies to support the pursuit of academic, career, social and personal goals.

Student Development Services Mission

- Provide access for educational opportunities
- Promote student engagement in activities that enhance learning
- Create opportunities for personal development, growth, leadership and civic responsibility
- Build diverse and inclusive communities and model appreciation of differences
- Advocate for and ensure students' rights
- Teach and encourage responsibility and develop effective life skills
- Assist students with career services

COUNSELING

Pitt Community College offers a variety of counseling services to its students. Counseling services are available at no charge to every student from pre-admission through graduation.

Students are requested to schedule an appointment for counseling sessions, but they may be seen on a walk-in basis. Counselors are available Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. in the Craig F. Goess Student Center. Telephone: (252) 493-7245.

Health Sciences Admissions counselors are located in the Craig F. Goess Student Center. Telephone: (252) 493-7473.

Evening counseling is available Monday through Thursday from 5:00 p.m. until 7:00 p.m. in the Craig F. Goess Student Center.

Admission Counseling: The counselors discuss the requirements for enrollment and the procedures for general and health sciences admissions. Counselors assist students in making realistic decisions as they prepare to enter Pitt Community College. The counselors are available to assist students with interpreting placement test results; making course recommendations; the factors that are considered for college admission; the nature of studies at various levels; the relationship of secondary school experience to admission and success in college; the outlook and objective of college and university study; the kinds of preparation necessary for various occupational or professional goals; and assist students in making realistic decisions.

Group counseling activities are conducted as the need arises. When the content area is similar or related in nature, a trained counselor would use group dynamics in group discussions to assist selected applicants or currently enrolled students to understand their problems better and to make choices through awareness. Topics may range from such problems as admissions, self-appraisal, personal adjustment, and interpersonal relationships.

The counselors may be requested to conduct off-campus workshops in admissions and educational counseling for community groups and business and industry.

Academic Advising: The counselors assist students to clarify their educational objectives, to plan their programs and to utilize resources with emphasis on meeting departmental and institutional requirements.

Counselors serve as advisors to students until they choose a program of study. Students receive assistance in course registration and program planning.

Students desiring to change major courses of study must receive academic counseling. A request for change of curriculum must be signed by both previous and new advisors and returned to the Admissions and Records Office. In the decision-making process, the counselor assists students to either make the transition to a career or obtain additional education. The students may choose to review, alter or begin the career assessment process again by seeking an additional career path.

Counselors encourage students to develop appropriate life skills in coping socially, academically, and emotionally. The counselors also stress to students the need to enhance their relational and communication skills. By implementing this process, students may increase their chances in succeeding in college instead of dropping out.

College Transfer Information: Students planning to transfer to four-year colleges or universities are responsible for becoming acquainted with that institution's departmental requirements in the intended major and being guided by those requirements in selecting curricular courses and electives. The College maintains a file of catalogs of many other colleges and universities in the counselors' offices. The counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting its requirements.

Students planning to complete Pitt Community College graduation requirements at another college should refer to GRADUATION AFTER TERMINATION OF ATTENDANCE.

Personal and Social Counseling: A student may have personal or social concerns in adapting to the college environment. The counseling staff provides a confidential atmosphere in which the student may discuss these problems. Counselors make appropriate referrals to agencies when a student has a long-term counseling need.

WAYS TO SUCCESS

"Ways to Success" is a campus-wide initiative that will help students be successful by building mentoring relationships and making access to College resources more readily available. This initiative engages faculty and staff at all levels to provide support and assistance to students to help them achieve their educational goals. One component of this system is designed to identify students who are having difficulty at any point during the semester. Once identified, these students will be linked with a Success Coach who can provide timely feedback and initiate measures to increase the likelihood of the student's success.

WOMEN'S RESOURCE CENTER

The Women's Resource Center is designed to educate and empower women for success by enhancing their academic performance and personal development. Services offered include information, advocacy, and support. Center personnel provide information by educating the PCC community about health issues, informing women about academic opportunities available, and by furnishing information about safety concerns of women. They also offer assistance to campus groups in developing programs to improve appreciation for and provide a greater understanding of women, and they serve as advocates for more campus services that respond to the needs of women. In addition, the staff aids students in locating and utilizing campus and community resources and offers counseling services. In order to offer these services, Center personnel work closely with various divisions on campus and seek input from other staff, students, and faculty.

Events are posted on the PCC website and myPittCC, and fliers are also distributed across campus. In addition, members of the faculty are emailed fliers to post in classrooms and to announce to classes.

For additional information, contact Olivia Sutton at (252) 493-7222 or email at osutton@email.pittcc.edu.

MEN'S RESOURCE CENTER

The Men's Resource Center is focused on creating a fun and engaging environment for all men at PCC. Come out during the semester for friendly competitions, group outings, and relevant informational sessions aimed toward men.

The Men's Resource Center is designed to:

- Provide services to men that enhance academic and personal success.
- Offer a comfortable environment for men to discuss their challenges and aspirations.
- Offer assistance to campus groups in developing programs that meet the needs of all students.
- Increase enrollment and retention of men attending the college.
- Assess and increase the participation of men in educational programs and services.

Services and events provided may include:

- Intramural competitions
- Video game tournaments/game nights
- Mentoring roundtables/open forums, focused tutorial sessions, and lecture series
- Economic and career counseling

For more information, contact the Men's Resource Center at (252) 493-7783 or e-mail mrc@my.pittcc.edu.

Minority Male Mentoring Program (NEXT LEVEL 3MP)

The goal of NEXT LEVEL 3MP can be described in one word—SUCCESS. Our mission is not just to get you in college; it is to see you complete. There are two pathways you can take to utilize our services.

Path 1

Visit the 3MP Center when you just need someone to listen; you are having difficulty with coursework or adjusting to life in college; you want to learn more information about how to get plugged in on campus, or you just want to relax in between classes.

Any student, regardless of race, sex, ethnicity, sexual orientation, or religious beliefs is welcome to utilize the center as a forum for discussing issues pertaining to minority groups and learn more about diverse populations.

Path 2

Become a NEXT LEVEL 3MP Scholar.

The NEXT LEVEL 3MP Scholar Program is designed for those men who are committed to taking their academic, professional, and personal game to the NEXT LEVEL. Students who are chosen to become NEXT LEVEL Scholars will:

- Attend bi-monthly meetings
- Participate in community service activities
- Help lead campus wide programming
- Partake in career planning
- Undergo leadership training
- Attend cultural and sporting events
- Participate in "Real Life" workshops
- Visit four-year universities
- Have job shadowing opportunities
- and much more....

Eligibility

- Be an enrolled student for every semester participating in program
- Be a minority male*
- Maintain a 3.0 gpa every semester enrolled in NEXT LEVEL

For more information, visit the NEXT LEVEL 3MP office in the Warren Building, Room 1311 or call (252) 493-7480 or e-mail nextlevel@email.pittcc.edu.

*NEXT LEVEL does not discriminate on the basis of age, sex, ethnicity or race. Any student who believes they can benefit from the program will be allowed to participate; however, the focus of the organization is to provide services that are geared toward meeting the specific needs of minority male students.

CAREER SERVICES

Career Services assists students and alumni in career decision-making, the job search, and professional development. There is no charge for any of these services. In addition, students have access to many of these services through PCC's website.

We offer individual and group career exploration sessions with students to identify interests, values, and abilities to empower career direction. Career Services offers an annual Career Fair in the Spring. We utilize various paper, pencil, and online assessment instruments to match the needs of our students. Educational and career resources are available and include information on educational requirements, personal qualities, job prospects, locations, details on the nature of the work, and salary ranges, as well as area job opportunities listings.

The staff also provides resume and cover letter preparation, mock interviews, creative job search strategies, networking and career assessments.

Career Services is a liaison between Pitt Community College students and potential employers. All students and alumni are encouraged to use these services. For more information, contact M. Arwen Parris (Career Services Coordinator) at (252) 493-7565 or careerservices@email.pittcc.edu.

TRIO: STUDENT SUPPORT SERVICES

The Student Support Services program is a federally-funded TRIO Program. The GOAL of the SSS program is to help program participants improve their academic performance, stay in college, graduate and/or transfer from Pitt Community College to a four-year college or university.

Eligibility Requirements:

- Be enrolled as a PCC student
- Be a citizen or a permanent resident of the United States
- Have an academic need as demonstrated by low placement scores and/or low GPA
- Meet the income eligibility criteria and/or be a first-generation college student and/or a student with a documented disability

If accepted, the Student Support Services Program is committed to enhancing your academic success and ensuring your chances of graduation and/or transfer from the college. As a member of the Student Support Services Program, you will be able to participate in the following FREE services:

- Cultural Enrichment Activities
- Study Skills Workshops
- Mentoring
- Enhanced Tutoring Services
- Academic Advising and Class Scheduling
- Assistance in completion of the financial aid process

If interested, contact LaTonya M. Nixon, TRIO Director, or visit our office located in Warren Building, Suite 1306 or call (252) 493-7763 or visit the website.

TRIO: EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center is a U.S. Department of Education grant funded TRIO program. Programs and services provided by this grant include counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. The program also provides services to improve the financial and economic literacy of participants. An important objective of the program is to counsel participants on financial aid options, including basic financial planning skills, and to assist in the application process. The goal of the EOC program is to increase the number of adult participants who enroll in postsecondary education institutions. Our main office is located on Pitt Community College's campus, but we also have offices in community agencies located in Pitt County, Edgecombe County and surrounding areas.

Eligibility Requirements

- Be a citizen or a permanent resident of the United States;
- Meet the income eligibility criteria and/or be a first-generation college student

and/or a student with a documented disability.

If accepted, the Educational Opportunity Centers are committed to enhancing your academic success as you pursue higher education and workforce training. As a member of the EOC program, you will be able to participate in the following FREE services:

- Campus Tours
- Study Skills Workshops
- Mentoring
- Enhanced Tutoring Services
- Admissions assistance and assistance in completing the financial aid process

If interested, contact LaTonya M. Nixon, TRIO Director or Christy L. Moore, EOC Coordinator. You can also visit our office located in the Warren Building, Suite 2402A or call (252) 493-7556.

TUTORIAL AND ACADEMIC SUCCESS CENTER (TASC)

TASC is a free tutoring service for students enrolled in traditional, internet, evening, and weekend curriculum classes at PCC. Tutoring sessions are held with academically qualified peer tutors, professional tutors, and computerized tutorials. TASC also assists students with time management, study skills, and test taking skills. The service is designed to increase the probability of academic success for the students who use it. Tutoring is not an emergency preparation for exams, nor is it a substitute for regular class attendance. The primary goal of tutoring is to assist students in becoming independent and confident learners.

TASC services are offered in two locations on the main campus: Leslie 146 and Vernon White 47. Students can schedule an appointment or walk-in for tutoring. Online tutoring is provided to PCC students through Smarthinking. Smarthinking can be accessed when students log into their myPittCC account under myLaunchPad.

The Academic Skills Lab is a part of the Tutorial and Academic Success Center. The Lab is an open computer lab environment that offers academic skill-building using computerized tutorials. These tutorials offer extra practice needed to be successful in enrolled courses. Students can work independently and receive assistance with basic PC skills.

Note: Students must present a valid PCC identification card. For more information visit the Leslie Building, Room 137 or call (252) 493-7258.

DISABILITY SERVICES

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Pitt Community College provides access to higher education for qualified students with disabilities. This ensures an equal opportunity to participate in, contribute to, and benefit from all PCC has to offer.

Each student who requests services must complete an application and provide appropriate documentation about their disability-related needs. All documentation remains confidential. The most appropriate accommodations are determined after consultation with the student, review of documentation and consideration of previous accommodations in accordance with the law. Students with varying disabilities may receive accommodations and services from the point of admission through graduation. There is no cost to the student.

Accommodations that must be planned or arranged prior to the start of classes (such as placement testing, notetaker services or interpreter services) should be requested as soon as possible after admission. Failure to do so may delay receipt of services in a timely manner. Attendant care, transportation and financial assistance are not provided.

Students with disabilities must meet the same academic standards as all other students. For additional information about accommodations and services provided, contact the Office of Disability Services at (252) 493-7557.

INTRAMURAL SPORTS & RECREATIONAL PROGRAM

The Intramural Sports & Recreational Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities.

Intramural Sports

The Intramural Sports program includes basketball, flag football, volleyball, indoor soccer, softball and other competitive sports based upon the overall interest by the PCC students, faculty, and staff. In addition to organized sports, PCC Intramural Sports also offers a variety of activities including: Fitness Competitions including the Strongest Bulldog and the Fittest Bulldog, Pick'Em Competitions for the NFL Season and NCAA March Madness Tournament, a variety of basketball shooting competitions and more. General information and registration materials for Intramural Sports can be obtained through the Intramural and Recreation Office located inside the Charles Coburn Center and on the website.

Open-Gym Freeplay Recreation

Open-Gym freeplay is a designated time for students, staff, and faculty to enjoy various recreational activities. The hours of Open-Gym Freeplay are posted outside the entrance of the Coburn Center. The Coburn Center is located inside the Edward and Joan Warren Building and is home to the Intramural Sports and Recreation Program. The hours of activity and the open freeplay areas vary as to the many needs for academic classes, various sports and other activities that are scheduled in the Coburn Center. The freeplay areas are broken down into four groups:

1. Cardio Area: (Located on the Mezzanine) Including treadmills, steppers, and stationary cycles.

2. Strength Conditioning Free-Weight Area: (Located on the Mezzanine) Including dumbbell and barbell free-weight equipment, along with the assorted benches to strength condition the body.

3. Resistance Machine Room: (Located in the locker room hallway, beneath the Mezzanine) Houses the Pin-Selectorized Resistance Strength Machines.

4. Sports Courts Area: (Located on the Multipurpose Floor) the Sports Courts are versatile to many sport activities such as volleyball and basketball, walking/ jogging laps, etc.

NOTE: Academic instruction has the highest priority of using the Coburn Center. As a result, if an instructor needs a specific area of the center, all people shall stop all activities and leave that area immediately.

How to Participate in the PCC Intramurals & Recreation Program

1. Determine eligibility, as defined, within a user group:

Categories of Users
Note: (**) Indicates a particular user group can become eligible for participating in Intramural Sports Competition.

Use of the Coburn facility is a privilege, not a right. Failure to comply with facility rules and regulations may result in the revocation of some or all user privileges.

**Academic Students - Full and part-time currently enrolled and attending curriculum and special credit students.

**Basic Skills Students - Foundational Studies and ECD students currently enrolled and attending AHS, GED, HRD, and ESL classes conducted on the main campus of PCC. Eligible basic skills students must obtain a PCC ID and pay the minimum student activity fee charged to academic students to use the facility and equipment.

**Faculty - Full and part-time employees engaged in curriculum and non-curriculum teaching.

**Staff - Full and part-time employees engaged in administrative and support roles in relationship to the instructional and community service functions of the college.

Spouse - The husband or wife of a faculty or staff member. A spouse must be accompanied by their faculty or staff spouse.

Dependents (IRS) - Children of faculty or staff ages 10 to 17 years. Restricted access to children under 10 years of age was established because equipment in the Coburn Facility was selected for use by adults, not small children; and, activities in the center could result in an injury to small children (flying balls, running players, etc.) For these reasons we are asking that faculty and staff not bring children under 10 years of age to the facility during recreational free play. Dependents must be accompanied by parents or guardians and directly supervised when using the facility.

Spectators – The general public may be allowed in the facility to view intercollegiate and intramural competitions.

Board Members - Members of the PCC Board of Trustees and their spouses; members of the Pitt Community College Foundation, Inc. and their spouses.

Visitors - Individuals or special groups invited to PCC for official reasons other than to specifically use the facility. Visitor use requires the approval of the President (or his/her designee), or a vice-president (or his/her designee), or an assistant vice-president (or his/her designee).

Groups and Organizations (Internal and External) – (See Vice President, Administrative Services for fees, rules and scheduling)

2. Priorities of Usage of the Coburn Center
   (These are ranked in order of priority)
   a. Instruction of curriculum and non-curriculum courses;
   b. Intercollegiate Athletics;
   c. Intramural Sports;
   d. Recreational Free Play; and
   e. Institutional/Community Service

3. Bring your PCC ID card

4. Bring/wear your exercise clothes and shoes
   (Only exercise clothing is allowed. This includes exercise shorts or pants with no buttons, belt loops, rivots, etc. Also, only closed-toe athletic shoes with non-marking soles are allowed. (No sandals, boots, cleats, heels, dress shoes, etc.))

5. Bring your own lock to use with the lockers while you are in the Coburn Center. You must remove your articles and lock upon leaving the Center.

For further information drop by the Coburn Center, check out the website or call the Intramural and Recreation Customer Service Desk at (252) 493-7218.

INTERCOLLEGIATE ATHLETICS PROGRAM

The mission of the Pitt Community College Intercollegiate Athletic Department is to educate and empower student - athletes for success.

This mission will be achieved through these goals:

1. Encouraging academic achievement by means of monitoring student-athletes' through progress reports twice a semester

2. Requiring sportsmanship at all times and respect of officials and opponents by means of the Student - Athlete Code of Conduct

3. Instilling an attitude of responsibility for one's actions in the classroom, playing field and life in general by means of the Responsibilities of a Student-Athlete and the Student - Athlete Code of Conduct

4. Requiring regular attendance and active participation in the academic aspects of the student - athlete experience by means of Weekly Attendance Sheets and Progress Reports

5. To win

It is the philosophy of the athletics department at Pitt Community College that students can best be served in an environment that recognizes the contributions and importance of its faculty and staff. Thus, through the Faculty Senate, Student Government Association (SGA), Athletic Academic Advisory Committee, Athletic Department Advisory Committee and other campus organizations, the athletics program receives faculty, staff, and student feedback and evaluation to determine the effectiveness of the athletics program.

The athletics program is designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds. Intercollegiate athletics include Men's Baseball, Men's Basketball, Women's Fast-Pitch Softball and Women's Volleyball. Pitt Community College accepts its responsibility to provide a fair and equitable process for selecting those who participate in athletic competition.

Pitt Community College believes that athletic participation is a privilege and seeks to provide an environment that is free from drug and substance abuse for the purpose of enhancing athletic performance by any athlete engaged in competition. Athletes must remember that they represent Pitt Community College 24 hours a day, therefore, the use of profanity or un-sportsmanship-like behavior, not only reflects badly against the athlete, but Pitt Community College as well.

Pitt Community College athletes must abide by the rules and regulations set forth by the Department of Athletics and its coaching staff and are subject to the rules governing the National Junior College Athletic Association (NJCAA). Athletics must maintain a grade point average, which meets or exceeds the NJCAA and the general population Athletic Department guidelines in order to participate in athletic competition. Additionally, athletes must communicate with faculty regarding

scheduled events, which will involve being absent from class(es) and must be responsible for making up class work in a timely manner.

Athletes are subject to the same academic requirements as all other students pertaining to admission, academic standing, and graduation requirements. No academic exceptions are made for student-athletes at Pitt Community College.

Code of Conduct for Intercollegiate Student-Athletes (adopted from the Pursuing Victory with Honor, Six Pillars of Character)

We believe that athletic competition should demonstrate high standards of ethics and sportsmanship and promote development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor. The six-core principle is:

1. Trustworthiness - be worthy in all you do
2. Respect - treat all people with respect all the time and require the same of other student-athletes
3. Responsibility - be a student first and be committed to receiving the best education you can
4. Fairness - live up to high standards of fair play, open-mindedness and willingness to listen and learn
5. Caring - demonstrate concern for others
6. Citizenship - play by the rules and honor the spirit of the rules

For further information about Intercollegiate Athletics contact the Director of Athletics Office at (252) 493-7434.

LOST AND FOUND
Lost and found items should be registered with the Pitt Community College Campus Police Office.

HEALTH SERVICES
Pitt Community College maintains no health facilities. The responsibility for medical services rests with students and their spouses, parents, or guardians. Emergency facilities are available at Vidant Health. Entering students are required to answer the health questionnaire on the Application for Admission form. Student accident insurance is required.

Pitt Community College has an Emergency Procedures Manual and copies are available in each department of the College.

STUDENT ASSISTANCE PROGRAM (SAP)
(Personal Counseling and Mental Health Services for Currently Enrolled Students)
Many college students entering PCC face academic pressures, relationship

struggles, family difficulties and other personal issues or mental health challenges. College students need options and support for counseling.

Currently enrolled students in need of counseling can be seen on campus by one of our professional SAP counselors. Any instructor or college employee can refer students to the program or a student in need can self-refer to the SAP Coordinator. SAP has qualified counselors available on campus. This program works in conjunction with a community agency for additional free counseling services when extensive therapeutic care is needed.

Student confidentiality is important and protected except in circumstances explained in an established counseling session up front.

For additional information on this program and its services, contact the Program Coordinator, Ty Davis at (252) 493-7371 in the Goess Student Center, Suite 120.

STUDENT SEXUAL ASSAULT RESPONSE SYSTEM

Pitt Community College provides a comprehensive Student Sexual Assault Response System which defines and coordinates the efforts of the College to provide a caring and effective institutional response to student sexual assaults that maintains the dignity of all members of the campus community. Pitt Community College will not tolerate any form of sexual assault, rape, or nonconsensual sexual activity. Members of the campus community found to be in violation of this policy will be subject to disciplinary action including, but not limited to, suspension and expulsion from the College. This policy will be enforced using internal disciplinary procedures, public safety programs, and the encouragement of external prosecution of alleged offenders. While allowing flexibility, this policy is intended to ensure continuity and consistency for both victims/survivors and accused perpetrators to receive needed support services.

The College's Sexual Assault Counselor will oversee the implementation of this policy/protocol and serves as a primary resource for the student reporting an assault. All students who are victims of sexual assault are encouraged to report to Campus Police that a sexual assault has occurred on campus and/or contact the Sexual Assault Counselor as soon as possible after the alleged incident. Complaints by or against students will be forwarded to the Vice President for Student Development for resolutions within existing disciplinary procedures. The Campus Police Department will investigate the crime and secure criminal warrants as appropriate. For more information about procedures involving student reports of sexual assault and the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, contact Olivia Sutton, Sexual Assault Counselor (Craig F. Goess Student Center, Room 110) or Campus Police (Tr. 17). All incidents of sexual assault must be reported to the Vice President for Student Development Services with identifying information or anonymously.

Electronic Sexual Assault Guidelines

The primary purpose of the Pitt Community College computer network is

educational and all users must understand this purpose. Users must rely on the honesty, integrity, and respect for the rights of others. The college does not attempt to define all acceptable or unacceptable uses of the network. Some examples of unacceptable use include: using the network for any illegal activity, using the network for financial gain, invading the privacy of others and posting anonymous messages, and creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail. Unacceptable use of the network by students will result in suspension and/or loss of privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

FOOD SERVICE

The Bulldog Cafe has a hot food service operated in the Goess Student Center. Hot meals and short-order items, and fountain drinks are available. Hours of operation are 7:00 a.m. to 2:00 p.m. Monday-Friday.

Vending machines for soft drinks and snacks are located in most buildings.

HOUSING

The College does not provide housing facilities for students either on or off campus. For information on local apartment listings in the area, go to http://offcampushousing.pittcc.edu.

IDENTIFICATION CARDS

All day students must have a valid Pitt Community College ID card while on campus. ID cards will be made at the Campus Police Department located at 139 Bulldog Run across from the GREAT bus stop. For further information call (252) 493-7777.

PCC ACADEMIC EXCELLENCE AWARDS PROGRAM

The Academic Excellence Awards program is designed to showcase students' academic achievements as well as their service to the College and their community. This program takes place during the spring semester. One student is selected from the 50 recipients to represent PCC in the N.C. Community College System's Academic Excellence Awards program. Students must be nominated by PCC faculty/staff using the appropriate forms. The criteria for nomination include:

- Must be currently enrolled in a minimum of 9 semester hours;
- Must have completed at least 24 semester hours at PCC towards an Associate Degree;
- Must have a cumulative GPA of not less than 3.5 (not rounded);
- Community service, honors/awards, accomplishments, leadership positions and extracurricular activities will be considered in selecting the 50 academic award recipients.

Contact Leslie Rogers at (252) 493-7322 or email lrogers@email.pittcc.edu for more information.

STUDENT CLUBS AND ORGANIZATIONS

Students are encouraged to get involved in activities outside of the classroom. Through participation in activities such as student organizations, sports, and community service, students gain valuable skills that will enhance their academic education. These opportunities also prepare students for responsible citizenship in a global and diverse society.

Policies for Clubs and Organizations

Student activities provide programs and opportunities to assist Pitt Community College students in becoming well rounded and in developing interpersonal communication and leadership skills.

Campus organizations shall be open to all students, meeting membership criteria without respect to race, creed, national origin, sex, or disability. All clubs and organizations must conform to local, state and federal laws. No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper college officials. Clubs or organizations shall not encourage any action that might cause disrepute to a student, staff, instructor, or college activity.

Chartering Guidelines for Clubs and Organizations

Students are encouraged to take an active role in clubs on campus and to establish other clubs and organizations that fulfill the objectives of Pitt Community College. To charter a club or organization, the following must be filed with the Vice President for Student Development or designee:

1. Name of club or organization

2. Purpose of the club or organization

3. Name of the advisor

4. Names of charter members. (Minimum of 10 charter members required)

5. A constitution and/or a written statement which includes the following statements:
   a. Only students registered at Pitt Community College will be officers and/or voting members of the organization.
   b. No discrimination on the basis of race, creed, gender, handicap, or national origin shall exist within the organization. (Please specify all criteria for membership.)

A charter will be issued to the organization upon approval of the Vice President for Student Development Services. Any student organization found guilty of violating State or Federal law or the policies of Pitt Community College shall be disbanded

by the College.

Chartered organizations must submit the following information to the Student Activities Coordinator:

1. Dates, times and locations of regularly scheduled meetings
2. Names, addresses, and phone numbers of officers
3. Information on regional, state, and national affiliations

Guidelines for Clubs and Organizations Bank Accounts
Clubs and organizations are responsible for establishing and maintaining their own bank accounts. Club advisors and officers have oversight responsibility for student club/organization bank accounts. According to the Audit Manager, the Office of the State Auditors does not have oversight responsibility relating to these accounts since these funds do not belong to the College. These bank accounts SHOULD NOT have the College's federal ID number since they are not College funds. As far as bank account names, there are no regulations that address the issue of the College's name being on the account (i.e. Pitt Community College Spanish Club).

The club advisor(s) and officers should develop guidelines specific to their club/organization regarding bank accounts and include this information in their constitution/policies & procedures. To protect both the club advisor(s) and officers, more than one person should have oversight responsibilities and a regular report on account activities should be included in business meetings. Clubs should review the bank signature cards annually. If only faculty and staff members sign the signature cards for a club/organization, this may not be necessary. However, if students are also signing signature cards, their names should come off of the signature card if they are no longer attending Pitt Community College or their term of office expires.

The treasurer should represent the Club to assure the proper receipt and expenditure of funds in accordance with the directives established by the club membership. The club advisor(s) and officers have the responsibility to determine the disbursement of funds to meet the Club's expenses.

Procedure for Approval of Clubs and Organization's Fund-Raising and/or Solicitation of Funds
All fund-raising activities for student organizations and clubs must be supervised by the faculty/staff sponsor(s) and approved by the Vice-President, Student Development Services or the Vice President, Institutional Advancement. Clubs and organizations must submit a written request for approval stating the purpose and type of fund-raising activity, whether it will take place on or off-campus, and the targeted group (e.g., community, business/ industry, student body, staff, etc.) The date the activity is planned should be specified and the request should be submitted at least one week prior to the activity.

American Association of Medical Assistants (AAMA)
Students enrolled in the Medical Assisting program may join the local (Pitt County Chapter), state, and national AAMA. AAMA provides opportunities for professional growth, fun, and fellowship. Scholarship opportunities for medical assisting students are available through AAMA. Contact Krystal Sugg at (252) 493-7284 or ksugg@email.pittcc.edu for information on the next scheduled speaker/CEU session.

Answering the Call
Answering the Call is PCC's Christian club that is open to all students, faculty, and staff who wish to fellowship with Christians and reach out to the community. The purpose of this club is to spread the message of Christ to all and fellowship with others who believe in Him. This club was chartered in June 2011. For more information, contact Lara Smith (252) 493-7591 or Stephanie Woodley (252) 493-7438.

Association of Advertising and Graphic Design
Association of Advertising and Graphic Design is a student-operated organization run by Advertising and Graphic Design curriculum students. Each fall semester officers are elected from active members. All students enrolled in the design program at PCC may join. This organization contributes and promotes excellence in design by organizing and enabling trips to Raleigh for AIGA (American Institute of Graphic Arts) speakers, lectures and events, as well as other art-enriching activities and locations. This association also promotes unity among all members through teamwork and artistic exposure. Contact Eleanor Willard (252) 493-7277 for more information.

Chess Club
Got Game? The PCC Chess Club is an organization of students, faculty, and staff who have an appreciation for and a desire to become more skilled at the game of chess. Gatherings are informal, and players of any skill level are welcome. We normally meet during the first and third Wednesdays of each month from 3:00 p.m. until 5:00 p.m. Contact Anthony Holsten at (252) 493-7624 or aholsten@email.pittcc.edu for more information.

Circle of Sisters (COS)
CIRCLE OF SISTERS is an organization of women committed to personal and professional success. COS is committed to enhancing experiences, nurturing hopes, empowering futures and providing opportunities for women at PCC to learn and grow. COS assists women in taking care of themselves, supporting each other, educating one another, and empowering each other. Bi-weekly meetings focus on different areas of leadership and development. Members attend workshops, assist in community service events, plan and organize campus activities, and take part in leadership development opportunities. For more information on membership eligibility, please contact COS Advisor: Ty Davis at (252) 493-7371 or Marguerite Parker at (252) 493-7747.

Collegiate DECA
Collegiate DECA is the student organization for the Marketing and Retailing program. It is the college division of the high school DECA student organization. Students enrolled in the Marketing and Retailing curriculum may join. No grade point requirement must be met to join. Contact Hope V. Clark (252) 493-7363.

Elements of Praise Gospel Choir
Elements of Praise Gospel Choir is an organization that allows the musical talents of PCC students, faculty, and staff to be showcased. The purpose of the organization is to expose others to gospel music and its various styles as an art form. The organization performs at various PCC functions as well as community events. Membership is open to all PCC students, faculty and staff. For more information, contact LaTonya M. Nixon (252) 493-7763.

Environmental Science Club
The PCC Environmental Science Club is affiliated with the Environmental Biology courses at PCC but is open to all students, faculty, and staff who wish to explore scientific topics and promote environmental awareness and sustainability. The Environmental Science Club participates in Fall Fest, Spring Fest, Earth Day and other campus wide activities, as well as community-based projects such as BIG Sweep. Members are required to participate in all club activities and events. For more information contact Samantha Chauncey (252) 493-7270 or Donna Bivans (252) 493-7478.

Gamma Beta Phi
Gamma Beta Phi is a national honor, educational service organization chartered at Pitt Community College in 1975. Students must have a minimum 3.0 GPA with at least 12 semester hours completed and must be in a degree granting program. The primary purpose of the society is to encourage scholastic efforts, reward academic merit, and to foster, disseminate and improve education through appropriate community service projects. Those eligible to join are sent invitations to an informational meeting during the first third of the Fall and Spring semesters. For additional information please visit the national website at www.gammabetaphi.org On campus contact Robert Tallo (252) 493-7316.

Healthy Eating Active Living (H.E.A.L.)
The purpose of H.E.A.L. is to promote healthy eating and physical activity in order to improve the health of the body and mind of the students of Pitt Community College. H.E.A.L. offers students the opportunity to work with other students to learn, develop and share knowledge, skills and opportunities to empower students to pursue a healthier lifestyle. Membership is open to all students. For more information, contact Jeff Ramey (252) 493-7399.

International Club
The International Club is an organization of students, faculty, and staff who have lived in a foreign country or have an interest in the cultures of the world. Its purpose is to serve as a support system for international students, create

programming that promotes culture sharing, provide information and access for domestic students for study abroad, and much more. For more information contact LaTonya Nixon (252) 493-7762 or Tabitha Miller (252) 493-7610 or e-mail IPS@email.pittcc.edu.

Lambda Beta Honor Society for the Respiratory Care Profession
The Lambda Beta Honor Society is a national honor society that promotes, recognizes, and honors scholastic achievement, service, and character of students, graduates, and faculty members involved in the Respiratory Care Profession. To be nominated, a respiratory therapy student must be in the final semester of the Respiratory Therapy Program and rank in the top 25% of the class, and be of good character. Contact Wendy Ayscue (252) 493-7378 for more information.

Lambda Epsilon Chi (LEX)
Lambda Epsilon Chi is a national paralegal honor society established by the American Association for Paralegal Education. The purpose of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal/legal assistant studies. To qualify for induction, students must have completed 2/3 of the course requirements. The student must have demonstrated "superior academic performance" by a major GPA of 3.5 or better. Contact Lora Clark (252) 493-7246 for more information.

Latter Day Saint Student Association
The LDSSA is a student organization sponsored by The Church of Jesus Christ of Latter-Day Saints, and is available to all college aged students interested in fellowship in a wholesome environment. The organization encourages and supports members in achieving their academic goals and maintaining a balanced life while on campus by participating in activities and services designed to help students understand and rely on the teaching and atonement of Jesus Christ. We welcome all faiths and encourage interested parties to come and join us in a friendly environment where we can study the gospel, enjoy the fellowship of friends, great snacks, service opportunities, and wholesome activities. For more information contact Nancy Jesmer (252) 493-7484.

Mixed Martial Arts (MMA)
The purpose of this club is to learn various forms of Martial Arts and blend it into one form. The club helps to get PCC students, faculty, and staff in shape to allow for a longer healthier lifestyle. This club is open to all curriculum students, faculty and staff of PCC who wish to participate in the sport of Mixed Martial Arts. For more information, contact Tony Gallardo at (252) 493-7647.

National Society of Leadership and Success (Sigma Alpha Pi)
Sigma Alpha Pi is PCC's chapter of The National Society of Leadership and Success, a nationwide organization dedicated to creating long-term positive change in students' lives. Sigma Alpha Pi provides online presentations of some of the nation's top presenters, authors, and motivational speakers as they discuss topics such as leadership, creating a vision, and identifying goals. Students also benefit

from additional leadership training and participation in peer coaching teams called Success Networking Teams. Contact Marguerite Stephens (252) 493-7440 or Lynn McCormick (252) 493-7362 and visit www.societyleadership.org.

NEXT LEVEL/3MP
The NEXT LEVEL Club/3MP designed for minority male students who want to be actively engaged on campus and reach the highest levels of academic, professional, and personal success. Students will participate in "man-shops", visit 4-year colleges, and partake in cultural and sporting events. To be eligible students must be an enrolled minority male student, maintain a 2.5 GPA every semester enrolled in NEXT LEVEL/3MP, and attend mandatory meetings. NEXT LEVEL/3MP does not discriminate on the basis of age, sex, ethnicity or race. Any student who believes they can benefit from the program will be allowed to participate; however, the focus of the organization is to provide services that are geared toward meeting the specific needs of minority male students. For more information, please visit the NEXT LEVEL 3MP office in the Warren Building, Room 1311 or call (252) 493-7480 or e-mail nextlevel@email.pittcc.edu.

PCC Amateur Radio Club
The Pitt Community College Amateur Radio Club seeks to encourage students and its members to explore all that the exciting field of amateur radio has to offer. Members learn the purpose and function of amateur radio in the local community, as well as the technologies used to provide communications both locally and internationally. Members also have access to the club's amateur radio station, K4PCC, which provides access to worldwide radio communications using voice, digital, Morse code, and more. For more information, contact Prentice Tyndall at (252) 493-7335 or ptyndall@email.pittcc.edu.

PCC Association of Human Services Technology (PCCAHST)
This organization unites a common bond with students enrolled in classes with the Human Services occupational objectives. It seeks to develop a thoughtful, genuine, and empathetic attitude toward human beings and to expand and implement knowledge, skills, and attitudes necessary to help people help themselves. The PCCAHST is affiliated with the Southern Organization of Human Services (SOHS). Contact Ray Taylor (252) 493-7263, or Bob DeSoto (252) 493-7283 for more information.

PCC Association of Nursing Students (PCCANS)
The Pitt Community College Association of Nursing Students (PCCANS) contributes to nursing education and influencing the educational process; provides programs representative of fundamental and current professional interest and concerns; and aids in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people of all walks of life. Students currently enrolled in or accepted into, but not yet enrolled in, PCC's Associate Degree Nursing program may join as active members. Pre-nursing students enrolled in classes leading to an associate degree, diploma, or baccalaureate degree in nursing may join as associate members. Contact Ryan

Lewis, (252) 493-7720.

PCC Association of Respiratory Therapy Students (PARTS)
The Pitt Community College Association of Respiratory Therapy Students (PARTS) contributes to and promotes excellence in both respiratory therapy education and the Respiratory Care Profession, as well as promotes unity among all members involved. Students enrolled in the Respiratory Therapy Program may join by completing an application for membership. Contact Wendy Ayscue at (252) 493-7378 for more information.

PCC Criminal Justice Association
The Pitt Community College Criminal Justice Association is a service organization meant to establish and promote good fellowship among the members and the community as well as to encourage a high order of ethical standard and professional attainment. We support and carry out programs that will further the education of prospective criminal justice professionals as well as assist them in becoming well rounded individuals able to make a significant contribution to the community in which they live. Membership is open to any currently enrolled PCC students or graduates of the criminal justice program. Contact Sherri Joyner (252) 493-7534 for more information.

PCC Diagnostic Medical Sonography Club
The Pitt Community College Diagnostic Medical Sonography Club is a student operated organization comprised of current Diagnostic Medical Sonography students. The club's purpose is to encourage its members to become active participants in community services, cultivate their abilities to work as a cohesive group, and continue to develop their caring attitudes toward fellow students and the community. Contact Karen Speight at (252) 493-7635 for more information.

PCC Gay/Straight Alliance
PCC Gay Straight Alliance is a supportive civic, social, and political organization that welcomes all students as we strive to create unity and respect for all walks of life.We hope to help our community become more accepting of differences, while having a great time! Activities include having holiday parties, watching movies, picnicking in the park, holding forums, attending rallies, and dining at local restaurants. All students are welcome to join. Contact Marina Henry (Advisor) at mahenry989@my.pittcc.edu or (252) 342-1224 or pccgsa@gmail.com for more information, and join us on facebook: PittCC Gay Straight Alliance (PGSA).

PCC Paralegal Association
Pitt Community College Paralegal Association (PCCPA) is a student organization affiliated with the North Carolina Paralegal Association, Inc. Students enrolled at least half-time in the paralegal program may join. No grade point requirements must be met to join. Contact Lora Clark at (252) 493-7246 for more information.

PCC Student Veterans Association
The PCC Student Veterans Association is an organization in which student

veterans can feel welcomed and receive the help that is needed in transitioning and becoming a more successful student. Its purposes are to provide information about programs which are available to help our veterans, to raise public awareness of the needs of our veterans and veterans' programs, and to raise money for veteran support programs throughout the community. This organization is open to all students who have served or are serving in the armed forces and for students who wish to show their support. For more information, contact Bobby Perkins at (252) 493-7290 or Ken Peel at (252) 493-7620.

Phi Theta Kappa
Phi Theta Kappa is the largest honor society in American higher education. Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. To be eligible for membership a student at PCC must complete a minimum of twelve hours of non-developmental course work and earn a grade point average of 3.75 or higher. Students must maintain a high academic standing throughout their enrollment in the two-year college. For more information, go to www.ptk.org or contact Joy Moses-Hall (252) 493-7558 or Alison Davis (252) 493-7447.

Pitt Game Developers Association
The purpose of this club is to form a community of people interested in subjects related to game development. By forming this community we hope to provide the following benefits to members: having a group of similarly interested students for support; having access to more experienced students to learn from; a place for students to find groups or projects to work with; and a place for project leaders to find students willing to help. PGDA holds meetings where topics relative to gaming and game design/development are discussed, as well as how each stage of the game development cycle should proceed on our own games. For more information, contact Tim Bivans at (252) 493-7336.

Pitt Paranormal Research Association
The Pitt Paranormal Research Association is a student organization devoted to investigating purportedly "haunted" sites. Applying common sense and critical thinking, if not strictly scientific methods, Association members attempt to experience and capture evidence of the paranormal. Just as importantly, Association members should have fun visiting locations reputed to be haunted and sharing evidence and personal experiences during Association meetings. Students who are interested should contact Joe Clark (252) 493-7425 or Cathy Reynolds (252) 493-7715.

Rotaract
The Rotaract Club is an international service organization committed to providing students with the opportunity to grow and serve their communities. Rotaract was founded in 1968 by Rotary International, an association of clubs made up of service-minded business and professional leaders. Rotaract Clubs enable

Rotaractors to grow personally and professionally, address community needs, and promote international understanding through friendship and service. Students will have the opportunity to participate in local and international service trips. For more information, contact Wendy Perrini at (252) 493-7458 or Tony Gallardo at (252) 493-7647.

Society for Advancement of Management (SAM)
SAM is a student organization open to all curriculums. The SAM campus chapter is a working model of a real business organization. Activities will help develop a wide array of managerial and leadership skills such as goal setting, planning, organizing, controlling, project management, scheduling, public relations, budgeting, advertising, and running productive meetings. No grade point requirement must be met to join. Contact Leatrice Freer (252) 493-7395 for more information.

Southern Organization of Human Services Education (SOHSE)
SOHS provides a medium for cooperation and communication among Southern Area Human Services/Mental Health professionals, faculty and students; fosters excellence in teaching, research, curriculum planning and clinical skills; promotes improved human services to all individuals through greater utilization of workers at all levels; and serves members in their career development and career placement. Students in a Human Services/Mental Health educational or training program for competence in the Human Services/Mental Health profession are eligible to join. Contact Dr. Ray Taylor (252) 493-7263 or Bob DeSoto (252) 493-7283 for more information.

Spirit Club
The objective of the Spirit Club is to unify students, alumni, and fans in support of Pitt Community College and its athletic programs. The Spirit Club enhances positive game-day atmosphere, motivates fan support, entertains the crowd, promotes school spirit and represents PCC at community events. Cheer and dance squad members will be asked to represent Pitt Community College at various sporting events and to serve as ambassadors to the College. Spirit Club members are selected based on a number of criteria. To learn how to apply for membership, please contact an advisor or attend the informational meeting held every spring. Contact Sharon Ceres (252) 493-7562 or Mary Lee Smart (252) 493-7334.

Student Ambassadors
Ten to twelve students are selected each year to serve as student ambassadors for the college. The ambassadors serve as hosts and tour guides for special events. They also make presentations and assist with student recruiting. Students receive tuition scholarships and collegiate apparel in exchange for their services. Applicants selected must be legal US citizens, perform 3-5 service hours per week, maintain full-time status with a 3.0 GPA, and uphold the highest standards of conduct as ambassadors for the college. Applications are available in the Office of the Assistant Vice President, Student Services as well as online. Contact Leslie Rogers at (252) 493-7322 for more information or visit the PCC Student

Ambassador website at www.pittcc.edu.

Student Government Association (SGA)
The Student Government Association (SGA) serves as the student voice on campus. All students are encouraged to join. Officers are elected annually and the SGA president serves as an ex-officio member of the Pitt Community College Board of Trustees. Activities supported by the SGA include multi-cultural activities, school cookouts, leadership training and community projects. The activities of the Student Government Association are funded by student activity fees. Contact Marguerite Stephens (252) 493-7440 or Marguerite Parker (252) 493-7747. Visit www.pittcc.edu/experience-pcc/clubs-and-organizations/sga.

Student Leaders Embracing Education in Polysomnography (SLEEP)
Pitt Community College Student Leaders Embracing Education in Polysomnography (SLEEP) is an organization that provides students the opportunity to promote and advance the Polysomnography Profession. The organization encourages personal, professional, and academic development through education and camaraderie among members. Students enrolled in either of the Polysomnography Programs may join by completing an application. Contact Sandra Mathis (252) 493-7759 for more information.

Student Massage Therapy Association (SMTA)
The Pitt Community College Student Massage Therapy Association provides opportunities for students to promote academic excellence and professional dialogue among therapeutic massage students. The association fosters a spirit of democracy and unity in all student activities. Members educate others about the benefits of massage therapy and provide therapeutic services to the community at large. Students enrolled in the Therapeutic Massage Program may join by completing an application and paying dues. For more information, contact Candace Frye (252) 493-7653.

Student Occupational Therapy Association (SOTA)
Pitt Community College Student Occupational Therapy Association promotes academic excellence and offers a means by which its members can learn more about the profession of occupational therapy. The association also promotes community service awareness and opportunities. Students enrolled in the Occupational Therapy Assistant curriculum and students planning to enroll may join by completing an application for membership and paying dues. Contact Wendy Perrini (252) 493-7458 for more information.

Students of Fine Arts (SOFA)
Founded in 2010, the Students of Fine Art is dedicated to helping students expand their understanding of the Fine Arts, through events hosted on campus and in the local and regional community. Events included visiting artists and workshop demonstrations in a variety of media. The organization encourages personal, professional, and academic development through education and camaraderie among members. For more information, contact Gina Cox at (252) 493-7602.

Students Mentoring Students (SMS)
Students Mentoring Students promotes multicultural student mentoring with a focus on improving student retention, promoting community service, building effective communication, enhancing academic excellence and developing career skills. Meetings and activities are held on campus once a month in September, October, November, February, March, and April. Membership is open to all students with a 2.0 GPA or higher. Contact Kim Waters (252) 493-7764 for more information.

PUBLICATIONS

Pitt Community College publishes the following:

- College Catalog
- Student Handbook
- Program Sheets
- The PCC E-Post Newsletter
- CareerFocus Magazine
- Annual Report

The PCC Communications Department also posts news, photos and videos on the PCC webpage, YouTube and Facebook.

CAMPUS TOURS

Campus tours are available through the Office of Student Activities for groups of 40 or less. Call (252) 493-7440 to make an appointment. Admission counselors accept walk-in appointments daily at the Craig Goess Student Center to provide information on areas of study and to assist students with the enrollment process.

CLASS RINGS

Orders for class rings will be made through an official ring company representative. Notices will be posted relevant to dates for measurements.

TRAFFIC REGULATIONS

All automobiles operated on the campus by students and college personnel must be registered with the Pitt Community College Campus Police Office. Parking permits are purchased for each registered vehicle and must be displayed on the left side of the rear bumper. The operators of automobiles on the campus are subject to specific parking and traffic regulations. The College reserves the right to withdraw the privileges of operating an automobile on the campus for failure to abide by the regulations.

Music played in all vehicles is to be kept to a minimum. The campus parking lots and streets must be quiet zones to maintain decorum in classrooms and the pre-school.

All criminal incidents and motor vehicles accidents are to be reported to the Campus Police located in the Campus Police Department, 139 Bulldog Run across

from the GREAT bus stop, (252) 493-7777.

PCC ALERTS & MESSAGING:
All Pitt Community College students, faculty and staff receive emergency alerts and other notifications via their myPittCC email account. Users have the option of receiving the same messages on their mobile phones via text messaging. To receive text message notifications from Pitt Community College, including but not limited to Severe Weather announcements and other Emergency notifications, users will need to login into the my.pittcc.edu portal and click the "PCC Alerts & Messaging" icon located in the Launch Pad.

Once you have logged in you will be prompted to add/or verify your contact information, including any additional email addresses you would like to add, your mobile phone number and mobile phone provider (carrier).

INCLEMENT WEATHER
The college president will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on the following local radio and television stations:

Radio
WNCT-FM 107.9
WRNS-FM 95.1
WRAL-FM 101.5
WRDU-FM 106.1
WAGO-FM 88.7

PCC Campus Alert
Text messages to
your cell phone

PCC Telephone
(252) 493-7200

Television
WNCT-TV 9
WITN-TV 7
WCTI-TV 12
WRAL-TV 5

Internet
www.pittcc.edu
witntv.com
wnct.com
wcti12.com
reflector.com

Curriculum and continuing education classes which are missed or not held for any reason, including inclement weather, will be rescheduled or the instruction will be made up by another alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the college's administration.

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

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

All students are assured the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

All students are expected to meet the following responsibilities:
1) follow the student conduct policy and observe College regulations and policies; 2) acquaint themselves with the criteria to meet graduation requirements of the College in his or her program; and 3) practice good citizenship.

CHILDREN ON CAMPUS POLICY
No visitor, student, faculty member, or employee of the college will bring his/her children or other children with him/her to class, to work, or to the college and leave them unattended. Children are not allowed in labs or classrooms unless authorized by the appropriate Vice President, Dean or Department Chair. Children must not be left unattended in any area of the college including, but not limited to the cafeteria, parking lots, Library and athletic field.

Violation of this policy at any Pitt Community College's class locations will result in appropriate disciplinary measures. Students who violate this policy may be subject to having their enrollment terminated.

STUDENT INVOLVEMENT IN COLLEGE DECISION MAKING
The Office of the Vice President of Student Development Services or Assistant Vice President of Student Development Services will meet during Fall and Spring Semesters with a representative group of students to discuss issues which directly affect students. The Vice President of Student Development Services may convene a larger group of students as needed for planning or problem-solving purposes. Also, focus groups are conducted as needed to gather data for changes at the college that effect students.

Student representation and participation are encouraged for departmental advisory committees, staff meetings, quality improvement teams and other related forums.

At least annually, the president and vice presidents will meet with a representative group of student leaders to express concerns and exchange ideas in a program called Chat with the Chief.

For further information contact the SGA Office, (252) 493-7226 or the Office of the Vice President of Student Development Services, (252) 493-7211.

DISCIPLINARY ACTION

Student Conduct

It is expected that at all times students will conduct themselves as responsible adults. Destruction of school property, cheating, stealing, gambling, use of profane language, engaging in personal combat, possession of dangerous weapons, or the possession and/or use of alcoholic beverages and/or the possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. Finally, the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas. Excessive noise of any type which detracts from an atmosphere of learning and study (unless a part of an approved College activity) is prohibited. Any violation of these regulations may result in expulsion from the College. In addition, for any infraction which is a violation of North Carolina law, the student may be turned over to Campus Police.

STUDENT CODE OF CONDUCT POLICY

Statement of Expectation

Each student of Pitt Community College is expected to conduct him or herself in accordance with the college policy to preserve PCC's safe and supportive learning environment. The term "student" includes all persons registered for or enrolled in one or more courses at PCC, either for credit or non-credit. Pitt Community College has the right to take necessary and appropriate action to support and protect the safety and well-being of the college community. PCC students are expected to abide by local, state and federal laws as well as college policies. PCC has the discretion to proceed with disciplinary action under this Code in addition to any criminal or civil judicial proceedings.

Faculty Rights and Authority

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in prohibited behaviors that result in disruption of a class or college-sponsored activity may be directed by the faculty member to leave the class or activity for the remainder of the period. Actions of dismissal should be reported to the Vice President for Student Development Services (see website Faculty/Staff Resources for an "Inappropriate Behavior Report" form). Longer suspensions from a class or activity, or dismissal on disciplinary grounds, require action by the Vice President for Student Development Services or designee.

Prohibited Student Conduct – conduct for which students are subject to disciplinary sanctions includes but is not limited to:

1. Any behavior that is disruptive to the educational process of the College as determined by a College official.

2. Academic Dishonesty – cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism (Cheating means getting help that was not approved by your instructor from someone or something on a test, quiz, exam, or assignment. Plagiarism means to submit as one's own the work of another. Plagiarism is stealing someone else's ideas or words).

3. Alcoholic Beverage and Illegal Substances – using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or controlled substances on college property or college sponsored events.

4. College Policy Infraction – violating any other college policy that has been publicized.

5. Complicity – aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the Student Code of Conduct.

6. Computer Misuse – See Computer Network Acceptable Use Policy in PCC Catalog or PCC web site.

7. Discrimination or Harassment – discriminating or harassing conduct.

8. Facilities Misuse

9. False Information – furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, withholding information from the college, falsely claiming to represent the college.

10. Gambling – wagering for money or other things of value.

11. Theft of or Damage to Property

12. Violent, Threatening, and Intimidating Behavior

13. Weapons – possessing or using unauthorized firearms or other weapons.

14. Excessive Noise – the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas.

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. Information on the Student Code of Conduct Policy and due process may be obtained from the

Vice President of Student Development Services.

Student Conduct in Online Courses, Discussions and Chat Rooms
The instructor's responsibility for managing online student behavior is no different from managing student behavior in a traditional classroom setting. Disruptive, intimidating or uncivil student conduct that interferes with classroom procedures, the presentation of the instructor or other students, and another student's right to pursue coursework in the on line environment is a violation of the Pitt Community College Student Code of Conduct.

Instructors have ultimate control over online classroom behavior and may temporarily dismiss or remove from the classroom any student engaged in disruptive conduct. Temporary suspension from the class should not exceed three days and the issue must be discussed with their department head or Dean, and the Vice President for Student Development Services before a student is permanently removed from the class for conduct reasons.

PCC Campus Police or other appropriate law enforcement entities should be informed immediately if an online student communicates a threat or discloses that they are considering harming themselves or others.

Student Rights
All students are assured the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

Dismissal
A student may be dismissed from a class or from the College for conduct or personal habits which are not in the best interests of the student or of the College. Information on dismissal and reinstatement procedures may be obtained from the Office of the Vice President of Student Development Services.

WRITTEN STUDENT COMPLAINTS POLICY
Students are encouraged to resolve issues at an informal level by discussing the concern with the other party identified as causing or contributing to the complaint. If the issue/complaint is not resolve at the informal level – no later than 10 business days after the alleged incident – a written statement of the complaint should be filed with the Office of the Vice President for Student Development Services. The student may obtain a "STUDENT FORMAL COMPLAINT FORM" via the PCC home page @ www.pittcc.edu/experience-pcc/student-services/student-grievance-procedure.html. If the Student Grievance Procedure/Due Process is followed as indicated below, the Office of the Vice President for Student Development Services will respond in writing to written student complaints within

10 business days.

Student Grievance Procedure/Due Process

Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff (support and administrative) concerning the following:

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.

2. Sexual harassment complaints should be directed to the Office of the Vice President of Student Development Services. The student sexual harassment grievance procedure is covered in the PCC Employee Manual. Copies of the procedure may be obtained from the Office of the Vice President, Student Development Services.

3. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

Procedure

Step 1. The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten (10) working days of the incident which generated the complaint.

Step 2. If the complaint is not resolved at the informal conference with the instructor or staff member, the student should meet with the faculty or staff member's direct supervisor within ten (10) working days after satisfying Step 1. As part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division or component concerned.

Step 3. If the complaint is not resolved at the informal conference with the direct supervisor, the student may file a written grievance. The grievance forms may be obtained from the Office of the Vice President, Student Development Services. The completed grievance form must be presented to the office of the Vice President, Student Development Services within ten (10) working days after satisfying Step 2. The Office of the Vice President, Student Development Services will refer the grievance form to the chief administrative officer of the division. The Vice President, Student Development Services shall respond in writing to the student within ten (10) working days after consulting with the chief administrative officer.

Student-on-Student Sexual Harassment

Under Title IX of the Education Amendments of 1972, no education program or activity receiving federal financial assistance may exclude, deny benefits to or discriminate against any person on the basis of sex (20 U.S.C. sec.1681.a). The

purpose of the statute is to prevent "discriminatory practice" in education and "to provide... effective protection against those practices."

Sexual harassment is a form of discrimination that may violate state and federal laws. Pitt Community College is committed to providing an environment for all students that is free from offensive or degrading conduct or remarks. In 1980, the Equal Employment Opportunity Commission adapted guidelines to help define sexual harassment in the academic setting. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made an expressed or implied term or condition of employment or status in a class, program or activity;

2. Submission to or rejection of such conduct by an individual is used to make employment or educational decisions (such as hiring, promotion, or grading in a course);

3. Such conduct has the effect of substantially interfering with an individual's work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

Student-on-student sexual harassment falls under the conduct listed above as item #3. If a student feels that he or she is being sexually harassed by another student, he or she should notify the appropriate instructor or staff person immediately. Sexually harassing behavior can be intimidating, exploitive, or coercive and diminishes the goals of the college to provide a healthy living, learning, and working environment.

Students found guilty of sexually harassing another student will be subject to disciplinary action up to and including dismissal from the college.

Due Process
Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The appeal is heard by the Hearing Committee (Judicial Review Board), which is composed of two representatives of the Student Government Association, two faculty members, and one staff member.

The decision of the committee is final, subject only to the student's right to appeal to the president of the College or ultimately to the Board of Trustees. The provisions of due process will be applicable to all actions involving suspensions, extensions, probation, and dismissal. Additional information may be obtained from the Vice President of Student Development Services.

STUDENT FINANCIAL AID CONCERNS
Student concerns regarding Title IV Higher Education Act financial aid or NC

State financial aid programs can be directed to the Vice President, Student Development Services. Student concerns regarding Title IV Higher Education Act guidelines can be directed to the US Department of Education by calling 1-800-433-3243. Student concerns regarding the NC State financial aid program can be directed to the NC State Education Assistance Authority, P. O. Box 14223, Research Triangle Park, NC 27709-4223.

COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY

Safety and security of all students, staff, faculty and customers is a primary concern of Pitt Community College. Therefore, acts of violence made by or against any of the aforementioned will not be tolerated. Students, staff, faculty and customers committing acts or threats of violence will be subject to disciplinary action that may result in dismissal/ suspension from the college and/or having privileges suspended.

Pitt Community College has a zero tolerance for violence and therefore prohibits the following behaviors:

- any act or threat of violence made by an employee, student or customer against another;
- any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
- any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public;
- any act or threat of violence made directly or indirectly by words, gestures, or symbols;
- use or possession of weapons on the college campus.

SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY

Pitt Community College recognizes its responsibility to provide

- a wholesome environment of health education awareness for students, faculty, and staff,
- a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and
- the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Pitt Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may

include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, as needed, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

- providing existing human resources for early intervention for individuals with chemical problem,
- offering educational drug abuse prevention programs,
- referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and
- referring students exhibiting erratic and/or disruptive behavior to the Vice President of Student Development Services where students will be subject to disciplinary action.

The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89-90 through G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities.

Policies regarding communicable diseases are as follows:

- Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically- based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
- Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate supervisor.
- Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

- The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Centers for Disease Control and Prevention for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

TOBACCO USE POLICY
It is the policy of Pitt Community College that smoking and the use of smokeless tobacco is prohibited inside all college **facilities and vehicles.** Smoking is permitted only in areas specifically designated and posted as smoking areas.

CANVASSING, PEDDLING, AND SOLICITING POLICY
Canvassing, peddling, and soliciting are not allowed on the PCC campus. Door to door sales, distribution of handbills, and placement of materials on automobiles are not allowed on the PCC campus.

Student organizations must request permission from the Vice President of Student Development Services to hold special sale campaigns, solicitation activities, or to post materials on the campus. Non-student organizations or individuals must request permission from the Vice President of Administrative Services to conduct similar activities.

INSTITUTIONAL ADVANCEMENT
The Institutional Advancement Division coordinates the college's efforts to enhance its relationships with the community and the customers it serves. The division seeks to inform the public about the college and to build partnerships with educational institutions, businesses, and individuals.

The IA Division supports the college's mission by developing and implementing resource development plans to assist in funding the college's strategic plan.

The IA Division includes the following: Alumni Relations, Marketing, Media Relations, PCC Foundation, and VISIONS and HORIZONS Programs. The Iinstitutional Advancement Division also coordinates scholarship administration for the college.

ALUMNI RELATIONS
The Alumni Relations Office is here to CONNECT with PCC students and RECONNECT with alumni. The Alumni Association is a membership organization. Members are offered campus and community benefits, connection opportunities, career services, professional and career development seminars and much more.

PCC students or alumni who have taken at least one class, certificate or degree program is an alumnus and can join the association.

The Pitt Community College Alumni Relations Office is located in the Institutional

Advancement Division, Vernon White 1B. The phone number is (252) 493-PITT and email is pccalumni@email.pittcc.edu. Students can also track the Alumni Association on the web at www.pittcc/edu/alumni, Facebook, or Twitter.

MEDIA RELATIONS

The Media Relations Department manages the development and distribution of official public information for the college including press releases, PCC e-Post, athletic news, social media postings and news content for the college website. All news media inquiries and interview requests should be directed to Rob Goldberg, Media Relations Director at (252) 493-7732 or Susan Nobles, Vice President of Institutional Advancement at (252) 493-7287. Media Relations also coordinates and develops the college's video communications and assists the Marketing staff with information and photography for PCC publications and advertisements.

MARKETING

The Marketing staff manages the development of marketing media for the college including the following: advertisements, brochures, posters, commercials, special promotions, and publications including the Student Handbook, General Catalog, Annual Report, CareerFocus Magazine, recruitment view book, PCC Foundation promotions and various marketing publications and materials. The Marketing Department is responsible for developing and maintaining branding initiatives for the college and providing image expertise for the college. Contact the Marketing staff in Room 1B of the Vernon White Building or (252) 493-7630.

PCC FOUNDATION

The PCC Foundation and Development staff develop relationships and secure resources to support the mission of the college. The PCC Foundation is a nonprofit 501(c)3 organization governed by a board of directors. The foundation has been authorized by the PCC Board of Trustees to receive contributions and gifts on behalf of the college. The foundation holds several major fundraising events each year including the PCC Employee Fund Drive, the PCC Fall Golf Classic, the Down East Holiday Show, The PCC Annual Fund Drive, and the PCC Scholarship Auction. The foundation also works with individual donors to support student scholarships, educational programs, technology, and facilities. In the past few years, the PCC Foundation completed a capital campaign and secured $7.1 million to support the construction of the Herman Simon Building (health sciences), to purchase equipment, to provide scholarships and to support employees' professional development. The Foundation also secured funding to construct the Lewis Field House and construct lights on the Minges Overton Baseball Complex and provided donor funding to assist with the construction of the Craig Goess Student Center. For further information, contact the Foundation Office, Vernon White Building, Room 2 or call (252) 493-7287.

VISIONS AND HORIZONS CAREER DEVELOPMENT AND SCHOLARSHIP PROGRAMS

These donor supported programs assist high school students and GED and Adult High School students in their transition to college and preparation for the

workforce. The students participate in career development activities and seminars and receive personal mentoring and tutoring services. The students also receive scholarships to attend PCC. These programs are funded by the Eddie and Jo Allison Smith Family Foundation, the PCC Foundation, the Greater Greenville Community Foundation and PCC. For further information, contact Marianne Cox, VISIONS Coordinator, in the Vernon White Building, Room 1B or call (252) 493-7719.

FUNDRAISING POLICY

The College's Administration has approved two annual campus-wide fundraising programs - The PCC Foundation Employee Fund Drive and United Way.

Students, employees and campus organizations engaged in community fundraising activities to benefit the College's programs or organizations should coordinate these activities with the Vice President of Institutional Advancement, (252) 493-7287. All fundraising activities shall be consistent with the mission of the College. There shall be no soliciting or similar activities that are in conflict with the Pitt Community College Foundation.

OFFICE OF SPONSORED PROGRAMS

The Office of Sponsored Programs (OSP) provides leadership, information, services and support to faculty and staff in the acquisition and administration of externally funded, competitive grants. OSP ensures that Pitt Community College complies with the regulations and guidelines of sponsoring agencies and with internal institutional policies and procedures. OSP coordinates activities with the Business Office of Administrative Services with regard to requests for funding from federal, state and local government sources as well as non-governmental sources, ensuring the integrity of accounting and financial information and reports. OSP coordinates pre-award activities such as ensuring compliance with the granting agency and college policies; serving as the primary liaison and advisor to grant-writing teams; and providing grant opportunity information to faculty and administrators. The Office of Sponsored Programs, in coordination with Administrative Services, is also responsible for performing post-award grant management duties, including compliance, reporting and financial oversight. A college program is "sponsored" if it solicits and receives a restricted award (i.e. the funds can only be used for that program) from a source outside the normal operating budget (i.e. financed through external funds) in order to support various instructional and public service activities.

INSTITUTIONAL REVIEW BOARD POLICY STATEMENT

The Institutional Review Board (IRB) for Human Subject Research at PCC has responsibility to oversee procedures for carrying out the Colleges commitment to protect human subjects in research. The role of the IRB is to review proposed research projects that involve the use of human subjects; ensure that the individuals involved in the project are treated ethically; ensure that all subjects are provided with substantial information about the study and consent to be a subject in the study; and, ensure that all private information will be handled with

confidentiality. The IRB is authorized to review, approve, require modifications in, or disapprove research activities conducted by or through the College using human subjects.

FISCAL CONTROL OF EXTERNALLY FUNDED PROGRAMS POLICY

The PCC Office of Sponsored Programs (OSP) is responsible for coordinating externally sponsored programs campus wide to ensure compliance with regulations and guidelines prescribed by the sponsoring agencies and with institutional policies. The OSP cooperates with the Administrative Services Division to ensure the integrity of accounting and financial information and reports. Externally funded grants and program funds adhere to purchasing and financial guidelines established by the grant awarding agency and state audit reviews. Proper fiscal control over externally funded programs shall be appropriately documented.

INFORMATION TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY

Purpose

The primary purposes of the Pitt Community College Information Technology Resources are educational. The college's mission is to educate and empower people for success. All users must understand this purpose.

Code of Conduct for Users of pittcc.edu

The users of pittcc.edu (all of Information Technology Resources) must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. The College does not attempt to define all acceptable or unacceptable uses of the Information Technology Resources. Acceptable conduct must be assessed by individual users. The following information assists the users in making such assessments.

Examples of Acceptable Use Encouraged by Pitt Community College

Acceptable Use of Information Technology Resources for:

1. Obtaining and spreading knowledge;
2. Gathering research material and data;
3. Analyzing research material and data;
4. Providing data and research in support of public service;
5. Preparing course materials;
6. Enhancing educational approaches and teaching methods;
7. Enhancing course work;
8. Developing surveys and administering targeted demographic surveys.

Examples of Unacceptable Use

Users are responsible for their actions and activities on pittcc.edu, including responsibility for becoming informed of and complying with license and copyright provisions of the software they use.

Unacceptable Use Includes:

1. Using the Information Technology Resources for any illegal activity, including violation of copyright or other contracts;
2. Using the Information Technology Resources for financial or other commercial gain;
3. Degrading or disrupting equipment or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities, including unauthorized use of others' passwords;
7. Invading the privacy of individuals;
8. Posting anonymous messages;
9. Creating and / or displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail;
10. Using the Information Technology Resources in support of groups outside the College when such use is not in keeping with the mission of the College; and
11. Using personal web pages not primarily focused on the mission of the College.

Network Procedures

- Manners - Appropriate Information Technology Resources manners include being polite, using appropriate language, and not revealing personal information, such as addresses or birthdays, of students or colleagues.

- Authorization - Students, faculty, and staff must have appropriate authorization to use the network.

- Priority of Access - Students, faculty, and staff must have appropriate authorization to use the network.

- Conflicts - In the case of conflicts among users of computing resources and the network, resolution will follow the PCC Information Technology Administration Hierarchy.

- Expectation of Privacy - The College monitors access to its Information Technology Resources and reserves the right, without prior notice to users, to access the College's Information Technology Resources and to use any and all information retrieved from the Information Technology Resources.

- Disclaimer - Information obtained through pittcc.edu is at the user's own risk. PCC is not responsible for the accuracy or quality of information obtained. Users need to consider the source of any information obtained, and, as this is a global network, accept responsibility for accessing inappropriate material as described under Unacceptable Uses.

- Penalties for Improper Use - Users violating guidelines, including

applicable state and federal laws, are subject to loss of Information Technology Resources usage privileges. Unacceptable use of the Information Technology Resources may result in suspension or revocation of those privileges without notice, and in some cases, based on the severity of offense, may include discipline up to and including possible employment termination or suspension from PCC. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

Distribution of the Policy
The PCC Information Technology Resources Acceptable Use Policy will be distributed to all employees and all students. It will be posted electronically on PCC's computers which are available for use by the general public and students. It will also be posted in computer labs. It will be printed in student orientation materials and the PCC General Catalog.

ELECTRONIC SIGNATURE POLICY
Pitt Community College (PCC) recognizes an electronic signature as a valid signature from faculty, staff, and students.

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format. An electronic signature is not acceptable on specific forms such as the US Department of the Homeland Security Employment Eligibility Verification (I-9) form and government tax withholding forms.

Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and web applications provided by the college, etc.

An electronic signature is considered valid when the following conditions are met:

- Institution provides student or employee with a unique username;
- Student or employee sets his or her own password;
- Student or employee logs into the campus network and secure site using both the username and the password.

It is the responsibility and obligation of each individual to keep their password private so others cannot use their credentials.

Once logged in, the student or employee is responsible for any information they provide, update, or remove. PCC will take steps to ensure the password is protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly

accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

INTELLECTUAL PROPERTY POLICY

Pitt Community College must support the incubation and nurturing of innovative ideas in order to further the mission of the College. New discoveries and creations, which are subject to or eligible for intellectual property protection, may emerge in the pursuit of the mission. The stewardship of such intellectual property, consistent with the mission of the College, is an important responsibility of both the College and all covered individuals under the policy including students, faculty and staff. The intent of the Intellectual Property Policy is to define the rights and responsibilities of all full-time and part-time faculty, staff members, and students. These rights and responsibilities will be administered by the College's Technical Licensing Office, (Vice President of Institutional Advancement).

The Pitt Community College Board of Trustees has adopted an Intellectual Property Policy and a participation agreement that confirms acceptance of the Intellectual Property Policy by all covered individuals and assigns to the College all rights in any Intellectual Property in which the College asserts ownership.

The Intellectual Property Policy includes detailed information about (1) the College's ownership, (2) covered individual's ownership, (3) disclosure of intellectual property, and (4) revenue sharing. A complete copy of this policy is available at the PCC website homepage, each Dean's office, the college's Human Resources Office, and the Technical Licensing Office, (Room 2, Vernon White Building).

LIBRARY

The mission of the PCC Library is to provide the library resources, services, and staff necessary to advance the academic programs of the College and to benefit the greater PCC community.

The Library seeks to offer timely assistance in finding reliable information to all students, employees, and community members. Our knowledgeable staff of professional librarians, technical specialists, and library assistants is committed to providing excellent customer service in meeting this goal. The Library also offers 24/7 reference chat except for Saturday/Sunday, midnight - 8 a.m. through NCknows.

Library resources include print and audiovisual materials, as well as Internet access to the World Wide Web and to scholarly online documents not otherwise available without subscription. Print collections include books, journals, magazines, and newspapers appropriate for academic research as well as leisure-time reading. Audiovisual collections contain DVDs, CDs, and audio/videocassettes on various course-related topics and for recreational listening/

viewing. The first-floor Children's Room is devoted to books and other materials suitable for preschool-age children.

More than 60 desktop computer stations with Internet access are available for public use. An additional 50 laptop computers are available for use in the Library. Wireless Internet access is available throughout the Library with wifi-enabled devices. Most online Library resources, including the Library catalog, are available not only on campus but to distance learners and other off-campus users with Internet access. Some resources require a password for access from an off-campus location.

Facilities are available for group and individual study, including six group study rooms and a 21-seat instruction lab. Faculty members may contact the Instruction Librarian to request librarian-led class instruction in information skills and/or for help in creating assignments that incorporate library research.

Materials not readily available in the Library may be requested by Library card holders through Interlibrary Loan. Faculty members may place personal and/or Library items on Reserve status for their classes' exclusive use. Faculty may also check out audiovisual equipment from the Library for educational use.

The Library is open Monday through Thursday from 7:45 a.m. until 9:30 p.m. and on Friday from 7:45 a.m. until 5:00 p.m. Saturday hours are 9:00 a.m. to 1 p.m. The Library is closed on Sundays and on PCC-observed holidays; hours may vary during semester breaks and summer semester. Located in the Clifton W. Everett building, the Library is arranged and furnished to provide a pleasant atmosphere conducive to study. More information may be found on the Library webpage at www.pittcc.edu/academics/library or by phone at (252) 493-7350.

COOPERATIVE EDUCATION (CO-OP)/INTERNSHIP

The Cooperative Education/Internship Program is designed to give students the opportunity to integrate their classroom study with practical experience in their major fields by working and attending school. For more information contact your faculty advisor.

Eligibility

Students who have completed at least two (2) semesters in a program that offers cooperative education/internship are eligible to participate if they meet the following requirements:

1. Students must be enrolled in a degree granting program of study with Cooperative Education/Internship as a requirement for graduation,

2. Students must have a 2.0 GPA in their program of study, and

3. Students must complete 9 semester hours in their program with 3 semester hours in the core, and

4. Students must plan to graduate from Pitt Community College.

(Eligibility requirements do not apply to certificate/diploma programs.)

Enrollment Procedure
Students interested in the Cooperative Education/Internship Program should follow the procedure outlined below:

1. Students should make an appointment with their advisor prior to registration to discuss job placement.

2. Students should register for the appropriate Cooperative Education/Internship course and section number.

3. Students should complete a Cooperative Education/Internship Report Book.

Academic Credit
1. Students can receive one (1) semester hour credit for 160 hours of work experience or two (2) semester hour credits for 320 hours of work experience. Grades given by the faculty advisor will be based on reports and evaluations submitted by the student and the employer.

2. A student may receive a maximum of two credit hours during any one semester. Each curriculum program specifies the maximum number of credit hours allowed toward degree or diploma requirements.

3. Credits earned with the approval of the appropriate dean substitute for required or elective courses within the curriculum guidelines.

Students interested in the Cooperative Education/Internship Program should contact their faculty advisors.

COLLEGE OUTREACH

The focus of the Pitt Community College Outreach Program is to identify educational and workforce development training needs throughout Pitt County and to refer potential students to services provided by the college. To achieve this goal, the Outreach Director will assess the needs of the diverse population in Pitt County. Along with other College personnel and agencies within the community, the College Outreach Program will refer students to the appropriate educational and workforce development options and support each individual.

College Outreach is a gateway for individuals to inquire about and take advantage of our College's resources so they may determine how or where to begin.

There are several major components to the delivery of Outreach services:
- Personalized assistance with admissions and registration

- Counseling
- Mentoring
- Faculty and student progress checks
- Community–based volunteer program
- Effective media awareness campaign

INTERNATIONAL PROGRAMS AND SERVICES

The International Programs and Services Office coordinates and manages international educational projects for faculty, staff and students. It leads the internationalization and globalization efforts of the college. Supporting the global component of PCC's mission statement, International Programs and Services seeks to identify and engage in opportunities to:

- Learn more about other regions of the world through cultural exchanges,
- Better communicate in global and cross-cultural environments
- Enhance values of respect and cooperation to become good global citizens
- Connect with the global economy.

For more information visit our website http://www.pittcc.edu/international.html or contact Andre Gregory (Coordinator) at agregory@email.pittcc.edu.

CONTINUING EDUCATION AND COMMUNITY DEVELOPMENT

The Continuing Education and Community Development Division of Pitt Community College provides workforce development training and personal enrichment courses for adults from the community, business, and industry. We strive to offer a diverse range of programs and courses to meet the particular needs and interests of all citizens of Pitt County.

Our programming provides opportunities to upgrade occupational skills, to acquire new skills, and to complete high school. Classes are held on-campus and at various off-campus facilities such as public schools, community buildings, churches, civic centers, industrial plants, and fire stations. Courses are open to all adults 18 years of age or older. However, in some cases, specific requirements must be met. High school students 16 - 18 years of age
may be permitted to enroll with written approval from the appropriate public school official.

PHILOSOPHY

The Continuing Education and Community Development Division is committed to enhancing the quality of life and education to the citizens of Pitt County and support a global workforce as well as the local community.

MISSION

The mission of the Continuing Education and Community Development Division is to educate and empower people for success in life and a global workforce through basic skills, industry, small business, occupational, and community service training.

All associates accomplish the mission by way of a unified and committed effort:

- to become the leading providers of workforce development training;
- to use state-of-the-art technology to prepare individuals for employment;
- to partner with other organizations to promote economic development;
- to help adults gain entrance to their educational pursuits by responding to their lifelong learning needs;
- to respond to the need to eradicate poverty and illiteracy by providing basic skills;
- to proactively respond to internal and external customer needs.

SCHEDULE OF COURSES

A schedule of Continuing Education and Community Development courses are published each semester and distributed throughout Greenville and surrounding areas. Classes are organized based upon demonstration of sufficient interest and availability of required facilities and qualified instructors. Various media such as newspapers, radio, and television are also utilized to announce course offerings. Classes may be scheduled for mornings, afternoons, evenings, or weekends according to the needs of the participants. The College reserves the right to change, add, delete, or withdraw courses or program offerings from the schedule at any time. The Division encourages interested citizens to contact the Division Directors concerning particular areas of interest or the registration desk at (252) 493-7388.

COURSE CREDIT

Generally continuing education courses offered in the Continuing Education and Community Development Division are non-credit. An Adult High School Diploma is awarded after earning 20 units of credit and passing the North Carolina Competency Tests. CEU's (Continuing Education Units) are awarded for certain training programs, courses, and seminars. Ten contact hours of class earn one CEU. Written acknowledgement of course completion or participation may be provided to individuals upon written request. Certificates may be awarded upon completion of a single course and/or a cluster of courses.

REGISTRATION AND ATTENDANCE

Registration can be accomplished in several ways – walk-in, mail-in, fax, or on-line for some designated courses. All courses require pre-registration indicated in course publicity. Interested students are encouraged to seek information about a particular course via the telephone or by visiting the college website. A minimum number of participants may be required before a class can be offered or continued. Pitt Community College has the right to place students in appropriate levels of training as deemed necessary by the College. For further information call (252) 493-7388.

FEES

The basic registration fee charged for an Continuing Education and Community Development Division continuing education course is the occupational extension fee established by the North Carolina General Assembly. Deviation from the basic registration fee may be mandated by state statute for individuals and/or groups by the source of funding and self-supported course requirements. Tuition, fees and other expenses must be paid in American currency only.

Specific fees, such as lab fees, may be charged for items required in a course in addition to normal supplies and materials provided by the College. There is a $5.00 technology fee for Occupational Extension Continuing Education classes.

Insurance cost is a specific fee required of Continuing Education and Community Development Division students in identified courses requiring shop, physical exercises, and clinical experiences. The exception to the requirement would be students identified by their employers with insurance or workman's compensation. Insurance participation is optional for other students. The structure is set annually by the insurance provider.

Continuing Education and Community Development Division students may participate in College student activities by paying an activity fee based upon the number of hours enrolled in a given semester. Continuing Education and Community Development Division students who meet on-campus for a significant number of hours are encouraged to participate in all activities.

Continuing Education and Community Development Division students who take an occupational extension course more than twice within a five-year period shall pay a pro-rata share of the actual cost of the course. The fee will be the usual occupational extension registration fee, at a minimum. The exception to the repetition fee is when the course is required for certification, licensure, or recertification.

REFUND POLICY

The Office of Continuing Education and Community Development Division may refund the registration fee only for courses identified as "Occupational Extension." The registration fee may be refunded under the following circumstances:

1. A student who officially withdraws in person in the Office of Continuing Education and Community Development Division prior to the first class meeting or if the class fails to "make" due to insufficient enrollment is eligible for a 100% refund.

2. A student who officially withdraws in person at the Office of Continuing Education and Community Development Division or with class instructor prior to or on the official 10% point of the class is eligible for a 75% refund.

3. Requests for refunds will not be considered after the 10% point.

All Continuing Education tuition refunds will be mailed.

To determine eligibility for refund, the student may contact the Office of Continuing Education and Community Development Division. The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

COURSE DESCRIPTIONS
Course descriptions are available upon request by calling or visiting the Continuing Education and Community Development Division or visiting the college website. Individuals who desire counseling or other special assistance may contact the Continuing Education and Community Development Division at (252) 493-7388.

BOOKS AND SUPPLIES
Many Continuing Education and Community Development Division continuing education courses require textbooks and special supplies. When a text is required, students will be notified through course publicity and/or at the first class meeting. Students are responsible for purchasing their texts and class supplies.

OCCUPATIONAL TRAINING
One of the major goals of Pitt Community College is to provide opportunities for citizens to prepare for new occupations or to upgrade their knowledge and skills in their current employment. These opportunities are provided through single courses or a series of courses designed for a specific occupation.

These courses are designed for the express purpose of training an individual for employment, upgrading the skills of persons presently employed, and re-training others for new employment. They are offered to people in all technical or vocational occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Most occupational courses are developed and taught on request from a group or an employer. Courses are usually offered at a time and place convenient to the employee and/or employer.

The following are examples of general occupational courses:

Blue Print Reading
CPR - Heart Saver
Computer Software Training
Construction Trades
Nursing Assistant - Level I & II
Nursing Assistant Refresher
EKG Monitor Technician (12 Lead EKG) Certification
Medication Aide Instructor Training
CPR Instructor Training
Cake Decorating
CPR - Healthcare Provider (BLS)
First Aid Basics
Industrial Safety
Medication Aide
Pharmacy Tech I & II
HVAC: CE Credit Courses
Phlebotomy National

Respiratory Care Practioner Refresher Course
*(New) Command Spanish for Health Care Professionals
Spanish: Beginning Conversation Level I & II

Specialty Occupational Programs

Computer Training

The Computer Technology Center offers traditional instructor led face-to-face training as well as flexible on-line courses. We offer hands-on computer training in our facility as well as yours. Our courses range from 15-week full semester courses to 1-day seminars and everything in between. Our on-site classes are completely modular and can be custom designed to fit your needs. Our on-line class offerings give you the scheduling flexibility you need to get the training you need in the time you have. You can check out our full on-line course offering at http://www.ed2go.com/pittcc.

Public Safety Instruction

Law Enforcement, Detention and Security Officer Training

Thomas Forrest - tforrest@email.pittcc.edu

Several short courses and seminars are conducted to upgrade and train law enforcement and correctional officers. Examples are: Mandatory In-Service Training, Radar, Instructor School, Criminal Investigation, Jailer Certification Training, Taser, Physical Fitness and certification as a Private Security Officer. The College also offers a two-year associate degree in criminal justice and a certificate in the Basic Law Enforcement Training Program (BLET).

Emergency Services Training

David Clary - dclary@email.pittcc.edu

The Emergency Services Program is designed to provide various levels of Emergency Medical Services training from EMT-Basic, EMT-Refresher to EMT-Intermediate and to EMT-Paramedic. The courses are designed to prepare students for various levels of state certification that may be required to be an emergency care provider. Continuing Education for EMT professionals and volunteer staff is provided on a regular basis. We also offer in-service training for EMS personnel.

Emergency Management Training

The Emergency Management (EM) Program is a multi-discipline program that provides training and educational opportunities to all public safety provides as well as public and private sector personnel. The EM Program at Pitt Community College works in conjunction with the North Carolina Emergency Management Department and FEMA to deliver a wide array of courses and certifications.

On a national level, the EM Program assists public safety and government agencies in maintaining their NIMS /ICS compliance to qualify for federal funding and grants. At the state level, EM delivers training in four key areas: preparedness, mitigation, response and recover. On a local level, the EM Program can assist any group – public or private, including assisting local churches, civic groups and/or communities in creating community emergency response teams (CERT).

For a list of available courses and training opportunities, visit the web site: http://www.nccrimecontrol.org/Index2.cfm?a=000003,000010,000027,000221

Fire Rescue Training
Janos Varag - pccfire@email.pittcc.edu
The Fire and Rescue Training Program is designed to provide fire and rescue personnel an opportunity to gain technical information and to build skills in modern fire fighting through a variety of learning experiences. These courses are usually conducted in local fire departments for volunteer and career firemen who train as an organized group utilizing equipment and methods they would ordinarily use in preventing and suppressing fire.

Subject areas for firemen may include: cadet fire academy, arson detection, compressed gas emergencies, fire apparatus practices, hazardous materials, introduction to fire fighting, ladder practices, hose practices, personal protective equipment, and fire fighting procedures. Other specialty area training is available. Please refer to the training schedule. Courses such as Home Safety, Fire Prevention, and Industrial Fire Brigade Training is available to the public and industry, as well as, fire service personnel. Some classes offered requires the student to be at least 18 years of age.

General O.E.
Licensure/Certification
The Licensure/Certification Program is designed to provide training for occupations that require prerequisites to employment or as a continuing requirement to maintain currency in an occupational area.

The Continuing Education and Community Development Division offers specific training prescribed by a licensure or certification agency. The cooperating agency or professional group issues the initial certification or recurring documentation. Certification courses include, but are not limited to Notary Public Education, NC Auto Safety Inspection, and NC On Board Diagnostic Emissions Inspection Training, EMT (Basic, Intermediate and Paramedic).

Safety Training (OSHA)
The Division works closely with the North Carolina Department of Labor to provide required OSHA compliance and safety training. The training may be tailored to a specific organizational need and offered at the requestor's site. Smaller organizations may choose to send employees to Safety Institutes held periodically on the main campus.

Health Care Programs
Nursing Assistant Programs
Pitt Community College offers Nursing Assistant I and Nursing Assistant II classes. Nursing Assistant I and Nursing Assistant II classes are offered several times a day and on the weekend each semester.

The Nursing Assistant I is a 144-hour course which prepares graduates to provide personal care and perform basic nursing skills. It includes 96 hours of classroom/lab and 48 hours of clinical learning experience. After successful completion of this program and passing State Testing, the student is certified and listed with the NC Department of Health and Human Services. This course is often used as a pre-requisite for other Health Care Programs under Curriculum degrees.

The Nursing Assistant II is a 168-hour course that prepares graduates to perform advanced procedures with job placement usually at the hospital level. It includes 80 hours of classroom/lab and 88 hours of clinical learning experience. Students must have a current Nursing Assistant I Certification with the NC Department of Health and Human Services to take the NA II course. After successful completion of this program, the student is certified and listed with the NC Board of Nursing, Raleigh, NC.

Nursing Assistant Medication Aide

The Nursing Assistant Medication Aide is 24-hour class for non-licensed personnel to become prepared to administer medications to patients orally, topically and by instillation routes. The Nursing Assistant Medication Aide is taught to perform a narrowly defined set of tasks; right person, right drug, right time, right dosage right route, and right documentation, with employment in the long-term health facility. Classes are offered each semester.

Medication Aide Instructor Training

This 16-hour course is designed to meet the training requirements to become a Medication Aide Instructor. To participate in the course, individuals must have a current, unrestricted license to practice as a registered nurse in North Carolina and have had at least two (2) years of practice experience as a registered nurse that includes medication administration. Upon successful completion of this course, an individual is eligible to apply for certification listing with the North Carolina Board of Nursing.

EKG Monitor Technician

The EKG Monitor Tech is a 75-hour course that teaches the student anatomy and physiology of the heart, principles of EKG, dysrhythmia recognition of sinus, junctional/atrial rhythms, heart blocks and bundle branches and ventricular ectophy rhythms. The student will become proficient in reading and interpreting EKG's. Upon successful completion of a written exam and practical skills, the student will be certified as an EKG Monitor Technician. This will qualify the student for employment with the cardiac or other unit in the hospital setting.

CPR Instructor Course

The CPR Instructor's course is a 16-hour course designed to certify basic CPR Instructors through the American Heart Association. This course teaches instruction skills in general, as well as specific CPR teaching skills. Upon successful completion, the student will be awarded a CPR Instructor's Certificate.

Pre-requisite: Current certification in CPR course "C" or equivalent.

CPR
CPR Health Care Provider (BLS) provides training to provide basic life support (rescue breathing, cardiopulmonary resuscitation and the relief of choking for adult, infant and children). Students learn one-man and two man rescuer CPR and the use of barrier devices. Defibrillator training is included in this course. Re-certification is required every 2 years. CPR Heartsaver teaches Basic Adult CPR and teaches warning signs of heart attack and stroke, and relief of choking for adult victims. Re-certification is required every 2 years. Class size is limited.

First Aid Basics
First Aid Basics is a course that includes Emergency Action Steps, care for bleeding, shock, poisoning, sudden illness and other common first aid emergencies. Students successfully completing this course will receive a First Aid Basics certificate valid for three years. Class size is limited.

Respiratory Care Refresher
The Respiratory Care Practitioner Refresher Program consists of a NC Respiratory Care Board (NCRCB) approved respiratory review course, a laboratory skill review/evaluation, and NBRC CRT Self-Assessment Evaluation. This course addresses a full range of common respiratory problems in the intensive care as well as general care areas of respiratory care. Depending on the needs, students may take the complete program or individual portions.

The review course portion will consist of either a home-study Registered Respiratory Therapy (RRT) and Clinical Simulation Exam (CSE) review or a comprehensive onsite review program which includes the CSE and RRT review. Kettering Seminars is the only company at this time which offers both programs. The laboratory and testing portion must be completed at one of the identified NC community colleges.

Pharmacy Technician I and II
Pharmacy Tech I provides training for students to be trained to work under the supervision of a pharmacist in a pharmacy. It provides the student with basic knowledge and skills required to work as a technician in a pharmacy. The course includes basic math, drug calculations, drug classification, drug distribution, and basic terminology.

Pharmacy Technician II requires Pharmacy Technician I as a pre-requisite. This course provides the student with knowledge and skills required to work as a technician in a pharmacy. This course includes compounding, calculations, drug classifications, and review for certification.

Phlebotomy Technician (National Certification)
Phlebotomy Technician is a 232-hour course that prepares the student to draw blood specimens from patients for the purpose of testing and analyzing blood. A

phlebotomist's job includes maintenance of equipment used in obtaining blood specimen; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimen; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. The course consists of theory and clinical experiences in performing blood collections. The student must be a high school graduate or have equivalent GED.

Chiropractic Assistant

This 72-hour program consists of a series of separate units of study that provide the successful student with competencies to become a Professional Chiropractic Aide. It consist of: terminology, anatomy & physiology, record keeping, physical exam, diet & nutrition, physical modalities, CPR, first aid, history taking, vital signs, therapeutic rehabilitation, psychology, orthopedic exam, public relations, clinical lab & practical application.

Health Care Technology Certificate

The Health Care Technology program prepares multi-skilled health care personnel too perform a variety of assistive skills which cross several traditional health care disciplines. To enter this program of study the student must already be listed on the Nursing Assistant I Registry and have documentation of successful completion of a Nursing Assistant I program.

After entering this program of study the student will be required to take the NA II Program, the National Phlebotomy Program, CPR-Health Care Provider, and the EKG 12-Lead Monitor Technician Program.

Course and Hour Requirements

Courses for this Certification			Class Hours
NUR	3240	Nursing Assistant I	144
SAF	3020	CPR-Health Care Provider	8
NUR	3241	Nursing Assistant II	168
MLA	3022	Phlebotomy	240
NUR	3267	EKG-12 Lead Monitor Technician	75
			635 hours

*Total Hours for Certificate is 635.
*CPR must be current.
*At the completion of all courses a Health Care Technology Certificate will be issued.

Leadership Development Training

Leadership Development Training courses are designed for potential and current supervisors who want to become more effective leaders. Courses are offered both on and off campus. The courses are flexible in content and meeting times. Every effort is made to fit course content to particular individual, industrial, or business

needs.

Organizational Improvement Training
The Continuing Education and Community Development Division is dedicated to providing quality training to support the customer oriented/ continuous improvement/employee empowerment concepts practiced in industries and businesses throughout the area. Instructors are available to deliver a complete quality training program or individual courses. The training may include awareness and introductory courses as well as specific courses providing practical approaches to communication, decision-making, teaming, data collection skills, and other continuous improvement training. The Division is licensed to offer several nationally recognized quality programs including Achieve Global, Total Quality Transformation, and ISO-9000 Training. Organizations interested in initiating a quality program or improving current practices should consult with an Continuing Education and Community Development Dean to plan an appropriate program.

Professional In-Service Programs
Teacher Certificate Renewal: Local school officials responsible for providing in-service training for teachers coordinate with the Continuing Education and Community Development Division to develop special courses designed to meet the needs of the local school unit. The Division assists in the development and delivery of approved courses by providing the needed personnel, facilities, and services in coordination with the local school unit.

Other Professional In-Service: Various institutions and agencies require employee upgrading through the offering of in-service classes. The Continuing Education and Community Development Division coordinates with each agency to develop appropriate in-service programs on an as-needed basis.

BUSINESS AND INDUSTRY SERVICES
The primary purpose of the Business and Industry Services area is to develop and deliver customized training which will enhance the growth potential of companies located in Pitt County while providing the workforce with skills essential to successful employment.

All of these programs and services are directly related to new and/or sustained economic growth. Liaison with state, regional, and local agencies associated with economic development is an important responsibility of the Continuing Education and Community Development Division.

Classes may be arranged to meet specific needs such as training individuals for employment for new industries locating in the area, training new employees for certain industry expansion programs, and training existing skilled or semi-skilled workers in manufacturing to use new technology. These classes may be held at the industrial site, on-campus, or at other convenient locations.

Customized Industrial Training (CIT)
This program is designed to respond to industries that are installing new technology or adding jobs and their employees need training for this technology. This is a grant process which will be approved by the North Carolina Community College System and others. The Director of Business and Industry Services should be contacted to inquire about this program, (252) 493-7216.

Small Business Center
The Small Business Center of Pitt Community College is designed to encourage entrepreneurship and add value to new and existing Pitt County Businesses by providing world class learning opportunities, one-on-one counseling, and access to business reference materials. Learning opportunities are provided in 2-3 hour free weekly seminars open to the general public.

Sample seminar topics include the following:

Starting a Small Business
Building a Brand
Hiring Smart
Successful Marketing Strategies
Financing Your Business
Grant Writing
Business Bookkeeping
Doing Business with the Government

The counseling services provided by the Small Business Center are offered at no cost to Pitt County residents by appointment only. All discussions are kept strictly confidential. We are committed to providing expert advice and referrals to help business owners improve their bottom lines and operating systems. The Small Business Center also maintains a business resource library that contains up-to-date reference materials, how-to manuals, and periodicals designed for you to peruse at your leisure in our self-directed learning center. This center is open to the public during normal operating hours. For seminar schedules, counseling appointments, or additional information call (252) 493-7625 or (252) 493-7541.

COMMUNITY SERVICES
The Community Service Programs are designed to provide courses, seminars, and activities that contribute to the community's overall cultural, civic, and intellectual growth and to assist adults in the development of new skills or in upgrading of existing ones in a vocational, academic, and practical skills areas.

The Community Service Program provides non-credit courses which enables adults to develop knowledge and skills in areas of general interest to the community. The Division will develop courses and activities to meet specific needs and interests of its adult participants. The following are examples of general interest courses:

Art: Painting, Drawing, Sketching
Arts and Crafts
Creative Writing
Conversational Spanish
Motorcycle Safety courses
Fitness Programs
Investments and Securities
Memoir Writing
Sign Language: American
Ballroom Dancing
Basic Pistol Shooting for Women
Floral Design

BASIC SKILLS PROGRAM

The Continuing Education and Community Development Division offers educational opportunities to Pitt County citizens who want to improve basic skills that would enable them to be more successful in today's workplace. The Adult Basic Education Program (ABE) provides foundational instruction in reading, writing, and math. The Adult High School Diploma (AHS) and the General Educational Development (GED) programs are available to any qualifying adult student who does not have a high school diploma. English as a Second Language (ESL) provides instruction to meet the varied needs of individuals for whom English is not their primary language. Compensatory Education is a program that provides instruction in basic and life skills for adults with intellectual disabilities. Achieving College Entry (ACE) provides instruction in reading, math, and writing skills for high school and/or GED graduates in preparation for college entry tests. Workplace classes are provided at worksites throughout Pitt County to meet the need of employers and their employees. More detailed information follows on each program. For more information call (252) 493-7396. There are no charges for the classes or materials.

Basic Skills Plus

The Basic Skill Plus Program was developed to provide employability skills, job-specific occupational and technical skills and developmental education instruction to students concurrently enrolled in a community college course leading to a high school diploma or equivalent certificate. Colleges may waive the tuition and registration fees associated with this instruction.

Adult Basic Education

Adult Basic Education (ABE) is a program of instruction designed for adults who need to improve their reading, writing, speaking, problem-solving, or computation necessary to function effectively in society, on a job, or in the family. Adult Basic Education includes coursework designed to prepare for the GED, to improve the employability of the state's workforce through instruction in mathematics, reading, language, and workforce readiness skills. It is designed to provide adults with sufficient basic education to enable them to benefit from job training and retraining programs and obtain and retain productive employment so that they might more fully enjoy the benefits and responsibilities of being citizens. Computer-assisted instruction may be available as an added incentive for students working toward their goals. Classes may be established throughout Pitt County and may be co-sponsored with churches, schools, business and industry or community organizations.

Adult High School Diploma Program

The Adult High School Diploma Program is a program of instruction designed for adults who wish to earn a high school diploma by completing course credit not previously earned in a traditional high school setting. The program consists of core courses required by the Department of Public Instruction along with electives

required by the public school system and the community college. Students who successfully complete all required courses and pass the NC Competency Tests of Reading and Mathematics will receive an Adult High School Diploma given by Pitt County Schools and Pitt Community College. Students wishing to enter the Adult High School Diploma Program may contact the Basic Skills Office for further information.

General Educational Development (GED) Classes
The GED (General Educational Development) Program is a program of instruction designed for adults to prepare for the Tests of General Educational Development (GED). Morning, afternoon, and evening classes are offered on main campus and throughout Pitt County. To obtain a GED diploma, students must take a battery of five tests: Language Arts-Writing, Social Studies, Science, Language Arts-Reading, and Mathematics. GED tests are administered to qualified applicants. Each student is required to pay a test fee of $25.00.

High School Diploma Equivalency/GED
Adult residents of North Carolina who have not completed high school may earn a High School Diploma Equivalency by passing a battery of five tests that make up the Tests of General Educational Development (GED). A General Educational Development Diploma is awarded to students by the State Board of the North Carolina Community College System. Those students scoring 2,250 or higher are eligible for the diploma. A High School Equivalency Diploma is recognized by employers and educational institutions and is issued by the North Carolina Community College System.

Life Skills
Life Skills is a program of instruction designed for students to increase their independent living skills as they prepare to enter the job market or to transition into another program of study.

Workplace Instruction
Workplace Literacy is a program of instruction designed for adults in the workplace. In conjunction with employers, instruction is provided to fit the needs of adult learners who seek to improve reading, writing, spelling, and math skills or prepare for the GED or college entry. Classes may be offered on-site.

English as a Second Language
The English as a Second Language Program (ESL) is a program of instruction designed for adults who are limited English proficient and whose primary language is not English. The program is designed to help adults improve their English reading, writing, listening, and speaking skills. Courses range from beginning to advanced levels of instruction. Special courses in writing, TOEFL, preparation, preparation for U.S. citizenship and computer use are offered based on demand.

English as a Second Language provides instruction to improve competence in speaking, reading, writing, and understanding the English language to enable

students to further their education or obtain employment. Classes are held at locations throughout Pitt County. Extra help with English acquisition may be received in the ESL lab.

Learning Center
The Learning Center is designed for adults to improve reading, math, and writing skills and/or to prepare for the Tests of General Educational Development (GED). The Center offers individualized instruction in an open lab format and provides a wealth of resources for the adult learner. Students may use books, computers, videos, and other materials to assist in their learning. Hours of operation in the Center are 8:00 a.m. to 9:00 p.m. Monday – Thursday, 8:00 a.m. to 5:00 p.m. Friday.

Compensatory Education
Compensatory Education is a program of instruction designed to compensate adults with intellectual disabilities who seek to improve basic skills and life skills. The focus of the Compensatory Education Program is on helping the individual become as independent as possible through acquiring basic and life skills needed to function successfully in daily living:

- Become more independent and self-directed;
- Become more familiar with basic occupational skills;
- Acquire skills to meet and manage community, social, career, and personal adult responsibilities.

Compensatory Education classes are available on the Pitt Community College campus, at the Eastern Carolina Vocational Center, and at various locations in Pitt County.

Achieving College Entry (ACE) Lab
The Achieving College Entry (ACE) class assists high school or GED graduates to improve math, reading, and writing skills before taking the college entrance exam. Classes are held on main campus and the hours are 1:00 p.m. to 4:00 p.m. Monday through Thursday. Start dates vary for each semester.

HUMAN RESOURCES DEVELOPMENT
Human Resources Development (HRD) is designed to educate and train people for success in the workplace.

The Human Resources Development Program provides employability skills training for unemployed and underemployed adults. The HRD Program addresses each of the six core HRD components:

- Assessment of an individual's assets and limitations
- Development of positive self-concept
- Development of employability skills
- Development of communication skills

- Development of problem-solving skills
- Awareness of the impact of information technology in the workplace (basic computer skills)

These six components are incorporated into the different classes or labs that may be self-directed, self-paced, and structured. The Human Resources Development Program helps participants transition into the community college, retain employment and advance in a career by building employability skills and setting career goals.

CAREER READINESS CERTIFICATE
We offer the following to aid in skill enhancement for the CRC:

CRC Open Lab - Work with an instructor during lab hours and gain access to the CareerReady 101 (CR101) software tool. An online study program specifically designed based upon WorkKeys and CRC system. Accessible from anywhere students have internet access; CRC 101 meets individuals at their current skill level to aid in skill enhancement.

WORKSHOPS, SEMINARS, AND CONFERENCES
Workshops, seminars, and conferences are planned and offered by Pitt Community College on a variety of topics in cooperation with civic groups, non-profit organizations, or by special requests from the citizens of Pitt County.

The workshops and seminars may carry CEU credit if arrangements have been made in advance with Pitt Community College and if participants meet necessary requirements for receiving credit.

SELF-SUPPORTING COURSES
Some courses are offered as self-supporting courses. These are courses which the college may provide at the request of the community but for which the college receives no state budget. Financing of these courses by the college is covered by course fees. Self-supporting courses are non-transferable and non-refundable.

BIOPROCESSING CENTER
The Bioprocessing Center delivers faculty development programs in every region. Examples of classes available include Environmental Monitoring/Aseptic Practices and Downstream Processing. Train-the-trainer sessions for Bioprocessing in the Workplace® is a 12 Module Continuing Education course for those who want to consider life sciences as a career option. The BioNetwork Bioprocessing Center also aids economic developers working to bring new companies to North Carolina, and helps existing facilities expand. The Center supports community colleges as they increase the effectiveness of the workforce in their region by developing customized trianing materials for local industries. Staff members deliver workshops and give presentations to any organization interested in learning about life sciences. They attend career and job fairs with information to increase public awareness of these industries. The Center also works with public and private

schools across the state, discussing biotechnology, including the careers available and training required. Presentations are made to counselors, faculty and students. The Bioprocessing Center is located at 1800 N. Greene Street, Greenville, NC.

PERFORMANCE MEASURES OF THE NC COMMUNITY COLLEGE SYSTEM

PITT COMMUNITTY COLLEGE

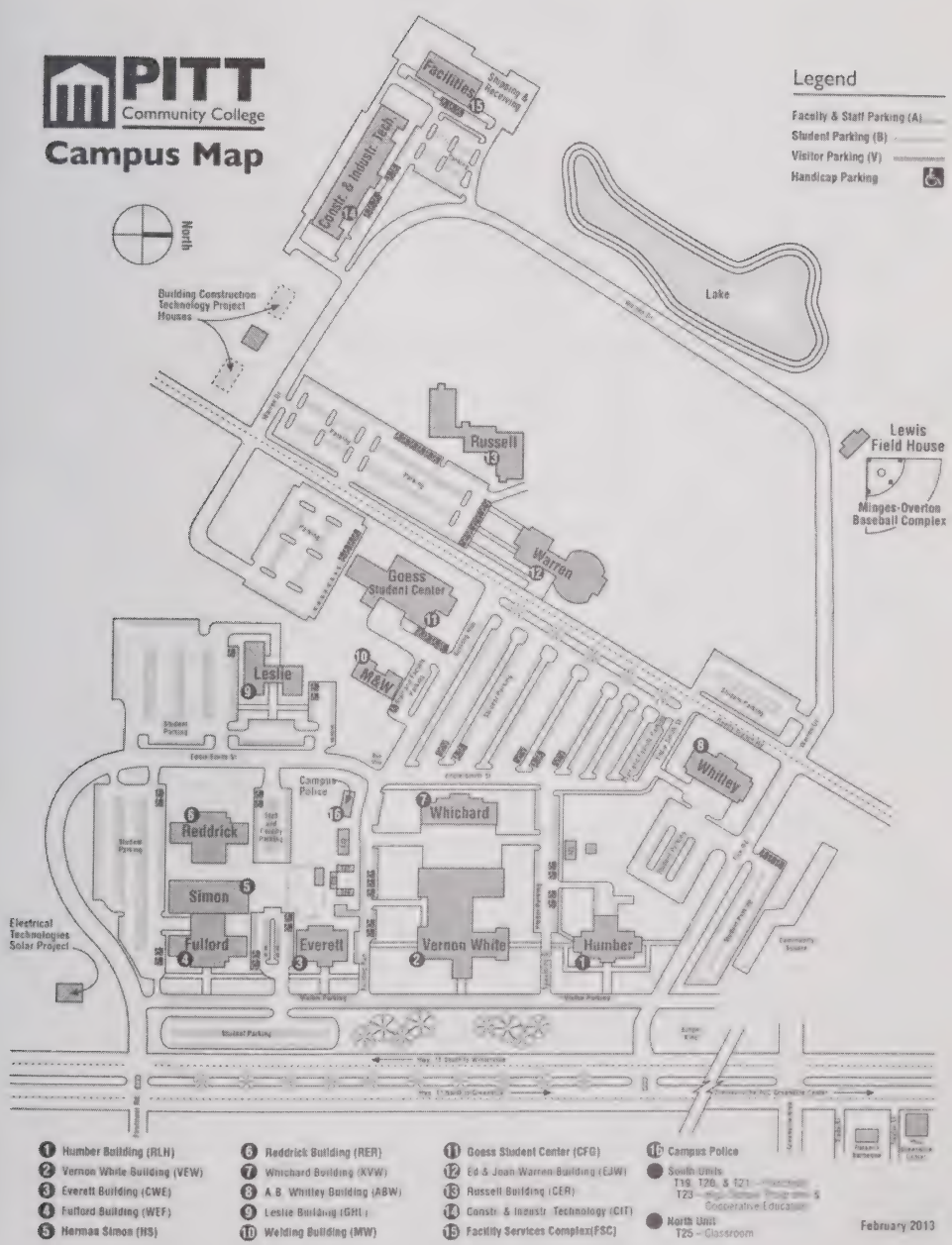
The North Carolina Legislature, with input from the NC Community College System, has established eight measures by which the performances of all NC community colleges are evaluated. These performance measures are accountability measures and are intended to assess the extent to which students are achieving key student learning goals.

The eight measures are listed in the table below, along with the performance standard all colleges are expected to achieve. Measures B and C each have a second higher standard, called the Exceptional Standard.

SUMMARY REPORT ON PERFORMANCE MEASURES
Pitt Community College
(June 2012 Critical Success Factors Report)

MEASURE	STANDARD	PITT CC PERFORMANCE	MET STANDARD
A. Progress of Basic Skills Students (students make progress within literacy level, complete a level, or move to a higher level)	75% progress (composite)	Standard removed in 2012 due to reporting issues.	
B. Passing Rates on Licensure/ Certification Exams for First-Time Test Takers	Aggregate passing rate = 80% **Exceptional Standard:** No exam < 70%	84% One exam < 70%	Yes No
C. Performance of College Transfer Students [Percentage of students (associate degree recipients and the students who transferred with 24 or more semester hours at community colleges) with a GPA equal to or greater than 2.0 after 1 year of transferring to a 4 year college or university.]	83% with GPA => 2.0 after 1 year at university **Exceptional Standard:** Performance = Native UNC Sophomores & Juniors (88% for 2010-11)	With associate degree, 91%; No degree, but 24+ hours, 89%; Combined 90% 90%	Yes Yes

D. Passing Rates in Developmental Courses	75% pass with at least a "C"	Reading, 91% English, 86% Math, 72% Combined, 79%	Yes
E. Success Rate of Developmental Students in Subsequent College-Level Courses	80% pass subsequent college level course	English, 90% Math, 92% Combined, 91%	Yes
F. Student Satisfaction of Completers and Non-Completers	90% (combined) are satisfied	508 Completer responses: 98% satisfied 208 Non-completer responses: 94% satisfied Combined=96%	Yes
G. Curriculum Student Retention, Graduation & Transfer	65% of Fall 2010 students will graduate, transfer, or still be enrolled at PCC by Fall 2011	Graduate = 16% Returned = 50% Transfer = 9% Total = 74%	Yes
H. Business/Industry Satisfaction With Services Provided	90% are satisfied with services	94%	Yes


PITT
Community College
Campus Map
North
Legend
Faculty & Staff Parking (A)
Student Parking (B)
Visitor Parking (V)
Handicap Parking
Facilities
Shipping & Receiving
Constr. & Industr. Tech.
Building Construction Technology Project Houses
Lake
Russell
Lewis Field House
Minges-Overton Baseball Complex
Warren
Goess Student Center
Leslie
MW
Whitley
Campus Police
Whichard
Reddrick
Simon
Fulford
Everett
Vernon White
Humber
Electrical Technologies Solar Project
Student Parking
Visitor Parking
1 Humber Building (RLH)
2 Vernon White Building (VEW)
3 Everett Building (CWE)
4 Fulford Building (WEF)
5 Herman Simon (HS)
6 Reddrick Building (RER)
7 Whichard Building (XVW)
8 A.B. Whitley Building (ABW)
9 Leslie Building (GHL)
10 Welding Building (MW)
11 Goess Student Center (CFG)
12 Ed & Joan Warren Building (EJW)
13 Russell Building (CER)
14 Constr. & Industr. Technology (CIT)
15 Facility Services Complex(FSC)
16 Campus Police
South Units
T19, T20, & T21
T23 –
Cooperative Education
North Unit
T25 – Classroom
February 2013

CURRICULUM PROGRAMS

- **Associate in Applied Science Degrees**
- **Diplomas**
- **Certificates**
- **Associate in Arts Degrees**
- **Associate in Fine Arts Degree**
- **Associate in General Education**
- **Associate in Science Degree**

Associate in Applied Science Degrees
Diplomas
Certificates

Associate in Applied Science (AAS) programs are designed to provide entry-level employment training in technical areas. AAS programs range from 64 to 76 semester credit hours. A full-time student can typically complete one of these programs in two years.

Diploma programs are designed to provide entry-level employment training. Diploma programs range from 36 to 48 semester credit hours and can usually be completed by a full-time student within two semesters and one summer session. Associate degree level courses within a diploma program may also be applied toward an AAS degree program.

Certificate programs are designed to provide short-term focused entry-level employment training. Certificate programs range from 12 to 18 semester credit hours and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or AAS degree program.

In the table below, several of the program titles are indented, others are not. The program titles that are not indented represent the highest level credential offered by Pitt Community College in that program area. Diploma and certificate programs have been developed by selecting courses from the higher level credential programs. These special diplomas and certificates are listed below each parent program in indented format.

All major courses in one of the special diploma or certificate programs contribute to the higher level program. This "career ladder" design allows the student to move to a higher level program without course duplication.

A25100	Accounting	AAS
C2510001	Basic Accounting Certificate	Certificate
C2510002	Managerial/Small Business Accounting Certificate	Certificate
A30100	Advertising and Graphic Design	AAS
C3010001	Graphic Design Online Certificate	Certificate
A35100	Air Conditioning, Heating & Refrigeration Technology	AAS
D3510001	Heating and Air Conditioning Service Diploma	Diploma
D3510002	Efficiency & Performance Diagnostics Diploma	Diploma
C3510001	Heating and Air Conditioning Service Certificate	Certificate
A40100	Architectural Technology	AAS
C4010002	Sustainable Architectural Design (must see department chair)	Certificate
A10100	Associate in Arts - General Pre-Major	AA
	Associate in Arts - Business Administration Pre-Major	AA
	Associate in Arts - Criminal Justice Pre-Major	AA
	Associate in Arts - Elementary Education Pre-Major	AA

	Associate in Arts - Middle Grades Education Pre-Major	AA
	Associate in Arts - Special Education Pre-Major	AA
	Associate in Arts – Birth - Kindergarten	AA
D10100	Associate in Arts Diploma	Diploma
A10200	Associate in Fine Arts (emphasis on visual arts)	AFA
A10300	Associate in General Education	AGE
A10400	Associate in Science	AS
D10400	Associate in Science Diploma	Diploma
A1040D	Associate in Science – Engineering Pre-Major	AS
A45110	Associate Degree Nursing *	AAS
A60160	Automotive Systems Technology	AAS
D6016001	Automotive Systems Technology Diploma	Diploma
C6016005	Level I Automotive System Technology Certificate	Certificate
C6016006	Level II Automotive System Technology Certificate	Certificate
C55120	Basic Law Enforcement Training Certificate	Certificate
A20100	Biotechnology	AAS
A35140	Building Construction Technology	AAS
D3514001	Residential Carpentry Diploma	Diploma
A25120	Business Administration	AAS
C2512001	Management Applications & Principles Certificate	Certificate
A2512C	Bus Admin - Human Resources Management	AAS
C2512C01	Human Resources Management Certificate	Certificate
A2512F	Bus Admin - Marketing and Retailing	AAS
C2512F01	Marketing Certificate	Certificate
D4516001	Cardiovascular Sonography (Echocardiography Diploma)*	Diploma
D45200	Computed Tomography & Magnetic Resonance Imaging Technology Diploma*	Diploma
C4520001	Computed Tomography Certificate*	Certificate
C4520002	Magnetic Resonance Imaging Certificate*	Certificate
A25260	Computer Information Technology	AAS
D2526001	Computer Information Technology Diploma	Diploma
C2526001	Computer Information Technology Certificate	Certificate
C2526002	Desktop Support Technician Certificate	Certificate
A25130	Computer Programming	AAS
C2513002	Visual Basic Programming Certificate	Certificate
C2513003	C++ Programming Certificate	Certificate
C2513004	Java Programming Certificate	Certificate
A50210	Computer-Integrated Machining	AAS
D5021001	Computer-Integrated Machining Diploma	Diploma
C5021001	CNC Certificate	Certificate
C5021002	Machining Certificate	Certificate
D5514001	Cosmetology Diploma	Diploma

A55180	Criminal Justice Technology	AAS
A5518B	Criminal Justice Technology – Financial Crime/Computer Fraud	AAS
A55220	Early Childhood Education	AAS
D5522001	Early Childhood Diploma	Diploma
C5522001	Administration Certificate	Certificate
C5522002	Early Childhood Certificate	Certificate
C5522003	Infant and Toddler Certificate	Certificate
C5522004	School Age Certificate	Certificate
C5522005	Special Education Certificate	Certificate
A35130	Electrical Systems Technology	AAS
D3513001	Electrical Systems Diploma	Diploma
C3513001	Basic Wiring Certificate	Certificate
C3513002	Programmable Logic Controller Certificate	Certificate
C3513003	Industrial Controls Certificate	Certificate
C3513004	Photovoltaic Systems Certificate	Certificate
A40200	Electronics Engineering Technology	AAS
C4020001	Basic Electronics Certificate	Certificate
C4020003	Computer Technology Certificate	Certificate
C4020004	Automation Technology Certificate	Certificate
A25490	Entrepreneurship	AAS
C2549001	Entrepreneurship Certificate (pending)	Certificate
A55280	General Occupational Technology	AAS
A45360	Health Information Technology*	AAS
A25510	Healthcare Business Informatics	AAS
C2551001	Healthcare Infrastructure Support Certificate	Certificate
C2551002	Healthcare Database Administration & Support Certificate	Certificate
A25200	Healthcare Management Technology	AAS
C2520001	Healthcare Management Technology Certificate	Certificate
C2520004	Long Term Care Certificate	Certificate
A15240	Horticulture Technology	AAS
A45380	Human Services Technology	AAS
D4538001	Human Services Technology Diploma	Diploma
A4538B	Human Services Technology/Gerontology	AAS
C4538B01	Aging Studies Certificate	Certificate
A4538E	Human Services Technology/Substance Abuse	AAS
C4538E01	Substance Abuse Certificate	Certificate
A50260	Industrial Management Technology	AAS
C5026001	Principles of Lean Manufacturing Certificate	Certificate
C5026002	Bio-Management Practices Certificate	Certificate
A50240	Industrial Systems Technology	AAS
D5024001	Industrial Maintenance Diploma	Diploma
C5024001	Basic Mechanical Maintenance Certificate	Certificate

C5024002	Bio-Maintenance Certificate	Certificat
C5024003	Facilities Maintenance Certificate	Certificat
C55290	Infant/Toddler Care Certificate	Certificat
C45380	Mammography	Certificat
A40320	Mechanical Engineering Technology	AAS
C4032001	Mechanical Drafting Certificate	Certificat
A45400	Medical Assisting*	AAS
C4540003	Medical Assisting Clinical Certificate*	Certificat
D45450	Medical Dosimetry Diploma*	Diploma
A25310	Medical Office Administration	AAS
D2531001	Medical Office Transcription Diploma	Diploma
D2531002	Medical Insurance Diploma	Diploma
D2531003	Patient Representative Diploma	Diploma
C2531004	Medical Office Receptionist Certificate	Certificat
C2531005	Patient Access Representative Certificate	Certificat
A45440	Medical Sonography*	AAS
A25340	Networking Technology	AAS
C2534001	System Administrator Certificate	Certificat
C2534002	Routing and Switching Certificate	Certificat
C2534003	Wireless LAN Certificate	Certificat
A45460	Nuclear Medicine Technology*	AAS
D4546001	Nuclear Medicine Diploma*	Diploma
A45500	Occupational Therapy Assistant*	AAS
A25370	Office Administration	AAS
D2537001	Office Administration Diploma	Diploma
D2537002	Dental Office Administration Diploma	Diploma
C2537001	Computer Software Applications Certificate	Certificat
C2537002	Data Entry Application Certificate	Certificat
C2537003	Basic Office Technology Skills Certificate	Certificat
C2537004	Office Software Support Certificate	Certificat
A2537A	Office Administration/Legal	AAS
C2537A01	Legal Office Certificate	Certificat
A25380	Paralegal Technology	AAS
D2538001	Paralegal Technology Diploma	Diploma
A45670	Polysomnography*	AAS
C45650	Polysomnography Certificate*	Certificate
D45820	Positron Emission Tomography (PET) Diploma*	Diploma
C4582001	PET Certificate*	Certificate
D4568001	Radiation Therapy Diploma*	Diploma
A45700	Radiography*	AAS
A45720	Respiratory Therapy*	AAS
A25450	Simulation and Game Development	AAS

T90990	Special Credit	
A45750	Therapeutic Massage*	AAS
D4575001	Therapeutic Massage Diploma	Diploma
A45770	Therapeutic Recreation Assistant	AAS
A25290	Web Technologies	AAS
C2529004	Web Design Certificate	Certificate
A50420	Welding Technology	AAS
D5042001	Basic Welding Diploma	Diploma
C5042001	Basic Welding Certificate	Certificate
C5042002	SMAW (Stick) Certificate	Certificate
C5042003	GMAW (MIG) Certificate	Certificate
C5042004	GTAW (TIG) Certificate	Certificate
C5042005	Pipe Welding Certificate	Certificate
C5042006	Welding BPR/Testing Certificate	Certificate
C5042007	Bio-Welding and Repair Certificate	Certificate

*Health Sciences programs have special admissions requirements. This is necessary because these programs are limited in the number of students that can be admitted each year. Guidelines and requirements for admission into the health sciences programs may be obtained from the admissions counselors. All applicants to these programs will be placed in the Associate in General Education (AGE) program (A10300) pending acceptance into the health science program.

Career and College Promise Pathways, Diplomas and Certificates

The goal of the Career and College Promise is to provide seamless dual enrollment educational opportunities for eligible North Carolina high school students. This is accomplished through enrollment in college transfer pathways, diplomas and certificates that are specifically designed to meet the educational goals of NC public school, private school and home school juniors and seniors.

For more information, please contact

Alton Wadford at 252-493-7745, Faith Fagan at 252-493-7408 or Nancy Evans at 252-493-7663.

Career and College Promise Pathways/Diplomas/Certificates

College Transfer Pathways

P1042B	Engineering and Mathematics
P1012A	Humanities and Social Science
P1042A	Life and Health Sciences

Career and Technical Education Diplomas

D30100H1	Advertising & Graphic Design - General Advertising & Graphic Design Diploma
D40100H1	Architectural Technology - Basic Architectural Diploma
D60160H1	Automotive Systems Technology – General Automotive Systems Diploma
D25120H1	Business Administration – Business Administration Diploma
D55180H1	Criminal Justice Technology – Criminal Justice Technology Diploma
D35130H1	Electrical Systems Technology – Electrical Systems Fundamentals Diploma
D25370H1	Office Administration – Office Administration Diploma
D50420H1	Welding Technology - Welding Fundamentals Diploma

Career and Technical Education Certificates

C25100H1	Accounting - Accounting Fundamentals Certificate
C25120H1	Business Administration - Basic Business Certificate
C2512FH1	Business Administration – Marketing & Retailing - Marketing & Retailing Certificate
C25130H1	Computer Programming - Computer Programming Certificate
C55180H2	Criminal Justice Technology - Crime Scene Investigations Certificate
C55180H1	Criminal Justice Technology - Criminal Justice Certificate
C55220H1	Early Childhood Education - Basic Early Childhood Certificate
C40200H1	Electronics Engineering Technology - Basic Electronics Certificate
C25510H1	Healthcare Business Informatics - Healthcare Business Informatics Fundamentals Certificate

C25200H1	Healthcare Management Technology - Healthcare Management Certificate
C45380H1	Human Services Technology - Intro to Human Services Certificate
C45400H1	Medical Assisting - Medical Assisting Certificate
C25310H1	Medical Office Administration - Medical Office Receptionist Certificate
C25340H1	Networking Technology – Network Support Fundamentals Certificate
C25370H1	Office Administration - Data Entry Certificate
C25450H1	Simulation & Game Development - Simulation & Game Development Fundamentals Certificate
C25290H1	Web Technologies - Web Design Fundamentals Certificate
C50420H1	Welding Technology - Basic Welding Certificate

Courses Unique to a Concentration
When programs of study provide optional field-specific concentrations, they are generally intended for students majoring in the particular program of study. However, there are times when students in other majors could benefit from courses listed in concentrations. At the discretion of appropriate academic advisors, and if student is deemed to have met required prerequisites or equivalent, students may be enrolled in courses that are listed as unique to the approved concentration even if they are not in the program of study under which a concentration falls. These courses will have a fourth sentence that states, "This course is a unique requirement of the (name of) program."

The exception is that students outside the prescribed program of study may not be enrolled in courses restricted by security or other mandates. These courses are identified by a sentence that states, "This course is restricted to students enrolled in the (name of) program."

Course Requisites
It is the responsibility of Pitt Community College to ensure that students have satisfied prerequisite and corequisite requirements by documenting that they have either completed the appropriate courses or have demonstrated that they have the appropriate knowledge and skills required for admission to a course.

Methods of fulfilling course requisites that the college will recognize other than completing the required requisites as stated on the current program of study include the following:

- Transfer of credits from other educational organizations based on careful comparison of the courses being transferred in.
- Successful completion of a test designed to assess student readiness for a particular course in lieu of requisites.
- Demonstration of student mastery of material that would be covered in the requisite courses in a manner set up to be standard for all students in a particular program.
- Work experience deemed by faculty expert to be equivalent to the requisite course work.

Pitt Community College is responsible for keeping records of all course requisite fulfillments by students.

ACCOUNTING (A25100)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Acct.	3	2	0	4
ACC 121	Principles of Managerial Acct.	3	2	0	4
ACC 122	Prin of Financial Acct II	3	0	0	3
ACC 129	Individual Income Taxes	2	2	0	3
ACC 150	Accounting Software Applications	1	2	0	2
ACC 220	Intermediate Accounting I	3	2	0	4
ACC 269	Audit & Assurance Services	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 240	Business Ethics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
INT 110	International Business	3	0	0	3
*	Major Course Electives	1/2	0/4	0	2
	TOTAL				**49**

GENERAL EDUCATION COURSES

COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 213	Sociology of the Family	3	0	0	3
MAT 161	College Algebra	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
OR					
PHI 240	Introduction to Ethics	3	0	0	3
*	Communications Elective	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
MAT 155	Statistical Analysis	3	0	0	3
COE 110	World of Work	1	0	0	1
	TOTAL				**5**

TOTAL CREDITS FOR AAS DEGREE **72**

*Communications Electives:
ENG 112, ENG 113, ENG 114

*Major Course Electives:
ACC 140, COE 112, SPA 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following certificate options:
Basic Accounting Certificate 16 credits
Managerial/Small Business Accounting Certificate 18 credits
Contact the program coordinator or department chair for specific requirements.

ADVERTISING AND GRAPHIC DESIGN (A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ART 131	Drawing I	0	6	0	3
OR					
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 110	Typography I	2	2	0	3
GRD 111	Typography II	2	2	0	3
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 142	Graphic Design II	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
GRD 156	Computer Design Apps I	0	3	0	1
GRD 241	Graphic Design III	2	4	0	4
GRD 242	Graphic Design IV	2	4	0	4
GRD 265	Digital Print Production	1	4	0	3
GRD 280	Portfolio Design	2	4	0	4
GRD 271	Multimedia Design I	1	3	0	2
OR					
WEB 140	Web Development Tools	2	2	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
*	Art elective				2
*	Graphic Design Elective				6
*	Web Development Elective				2
TOTAL					**55-57**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
*	Social/Behavioral Science elective	3	0	0	3
*	Math or Sciences Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**71-73**

*Recommended Electives

Art Electives:
ART 132, ART 135, GRD 122

Graphic Design Electives:
GRD 160 **and** GRD 161 **or** ART 261 **and** ART 262

Web Development Elective
GRD 272, WEB 110, WEB 120

Communications Electives:
COM 110, COM 120, COM 140, COM 231, ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 210, REL 110, REL 211, REL 212

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Math or Science Electives:
AST 111, AST 111A, BIO 110 or BIO 111, BIO 140 and BIO 140A, BIO 163, BIO 168, GEL 120, MAT 115, MAT 140

This program offers a *Graphic Design Online Certificate* 18 credits
Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates in this program must demonstrate competence in math by completion of MAT 070 or DMA 040 or an appropriate Math Placement Test score.

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY (A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance, and advanced systems.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 115	Refrigeration Systems	1	3	0	2
AHR 130	HVAC Controls	2	2	0	3
AHR 133	HVAC Servicing	2	6	0	4
AHR 140	All-Weather Systems	1	3	0	2
AHR 151	HVAC Duct Systems I	1	3	0	2
AHR 160	Refrigerant Certification	1	0	0	1
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4
AHR 213	HVAVR Building Code	1	2	0	2
AHR 215	Commercial HVAC Controls	1	3	0	2
AHR 240	Hydronic Heating	1	3	0	2
AHR 255	Indoor Air Quality	1	2	0	2
BPR 130	Print Reading/Construction	3	0	0	3
ISC 115	Construction Safety	2	0	0	2
WLD 110	Cutting Process	1	3	0	2
OR					
WLD 112	Basic Welding Process	1	3	0	2
*	Computer Elective				2/3
*	Other Major Elective				1
	TOTAL				**59**

GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 120	Geometry and Trigonometry	2	2	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
*	Humanities Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**75**

* Recommended Electives
Humanities Elective
ART 111, HUM 110, HUM 115, MUS 110

Social/Behavioral Sciences Electives:
PSY 118, SOC 210, SOC 213

Computer Elective
CIS 110, CIS 111, EGR 125

Other Major Elective:
AHR 180, AHR 250, COE 111, COE 121, SST 110, SST 120

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following diploma and certificate options:
Heating, and Air Conditioning Services Diploma 39 credits
Courses required in this diploma are; ENG 102, MAT 101, AHR 110, AHR 111, AHR 112, AHR 113, AHR 114, and ACA 111. Courses in picklists are; AHR 130, AHR 133, AHR 160, ISC 115, COE 111, COE 121, CIS 111, and WLD 112.
Efficiency & Performance Diagnostics Diploma 48 credits
Courses required in this diploma are; ENG 111, MAT 115, AHR 110, AHR 111, AHR 112, AHR 113, AHR 114, AHR 160, AHR 211, AHR 212, AHR 213, AHR 250, AHR 255, SST 110, and SST 120. Courses in picklists are; CIS 110 and CIS 111.
Air Conditioning, Heating & Refrigeration Services Certificate 18 credits
Contact the program coordinator or department chair for specific requirements.

ARCHITECTURAL TECHNOLOGY (A40100)

Curriculums in the Construction; Architecture & Construction Technology pathways are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes and standards, structural principles, cost estimation, planning, graphics, and presentation.

Graduates of this pathway should qualify for entry-level jobs in architectural , engineering, construction and trades professions as well as positions in industry and government.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ARC 111	Introduction to Architectural Technology	1	6	0	3
ARC 112	Construction Materials and Methods	3	2	0	4
ARC 113	Residential Architectural Tech	1	6	0	3
ARC 114	Architectural CAD	1	3	0	2
ARC 119	Structural Drafting	2	2	0	3
ARC 131	Building Codes	2	2	0	3
ARC 211	Light Constr Technology	1	6	0	3
ARC 213	Design Project	2	6	0	4
ARC 221	Architectural 3-D Cad	1	4	0	3
ARC 230	Environmental Systems	3	3	0	4
ARC 231	Arch Presentations	2	4	0	4
ARC 235	Architectural Portfolio	2	3	0	3
ARC 240	Site Planning	2	2	0	3
ARC 264	Digital Architecture	1	3	0	2
CST 221	Statics/Structures	3	3	0	4
CST 241	Planning/Estimating I	2	2	0	3
SST 140	Green Bldg & Design Concepts	3	0	0	3
COE 111	Co-op Work Experience I	0	0	10	1
OR					
COE 121	Co-op Work Experience II	0	0	10	1
TOTAL					**55**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Communication Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**71**

* Recommended Electives

Communication Electives:
ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
ART 111, HUM 110, HUM 115, HUM 140, MUS 110, PHI 210, PHI 240, REL 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Sustainable Architectural Design Certificate* 13 credits
Contact the program coordinator or department chair for specific requirements

ASSOCIATE DEGREE NURSING (A45110)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 155	Nutrition	3	0	0	3
BIO 271	Pathophysiology	3	0	0	3
NUR 111	Intro to Health Concepts	4	6	6	8
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10
PSY 241	Developmental Psychology	3	0	0	3
	TOTAL				**52**
+NUR214	Nsg Transition Concepts	3	0	3	4
GENERAL EDUCATION COURSES					
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
OR					
PHI 240	Introduction to Ethics	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Communications Elective	3	0	0	3
	TOTAL				**20**
TOTAL CREDITS FOR AAS DEGREE					**72**

* Recommended Electives

Communication Electives:
ENG 112, ENG 113, ENG 114

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

BIO 271 should be taken in the fall of senior year in conjunction with NUR 211 and NUR 212.

+ NUR 214 may only be taken by an LPN who holds an active NC LPN License and by an LPN that has been officially accepted into the nursing program. This course will include a combination of online work, on campus lecture/labs, and clinical hours. Successful completion of this transition course will permit the LPN to progress directly to the second year of the nursing curriculum.

The Associate Degree Nursing program is approved by the North Carolina Board of Nursing (NCBON) and accredited by the National League for Nursing Accreditation Commission, Inc. (NLNAC).

NCBON
4516 Lake Boone Trail
Raleigh, NC 27607
Phone: 919-782-3211
Fax: 919-781-9461

NLNAC
3343 Peachtree Road, NE Suite 850
Atlanta, GA 30326
Phone: 404-975-5000

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AUT 141	Suspension and Steering Systems	2	3	0	3
AUT 151	Brake Systems	2	3	0	3
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 181	Engine Performance-1	2	3	0	3
TRN 110	Intro to Transport Technology	1	2	0	2
TRN 120	Basic Trans Electricity	4	3	0	5
TRN 140	Transp Climate Control	1	2	0	2
*	Major electives				33
	TOTAL				**54**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communication Elective	3	0	0	3
*	Math/Natural Science Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
OR					
ACA 118	College Study Skills	1	2	0	2
OR					
ACA 122	College Transfer Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **70**

*Recommended Electives:

Major Electives:

ARS 115, ARS 117, ARS 131, AUC 112, AUC 116, AUT 113, AUT 114, AUT 114A, AUT 116, AUT 116A, AUT 123, AUT 141A, AUT 151A, AUT 163A, AUT 181A, AUT 183, AUT 211, AUT 212, AUT 213, AUT 221, AUT 221A, AUT 231, AUT 231A, AUT 281, COE 111, COE 112, COE 121, COE 122, TRN 120A, TRN 130, TRN 140A, TRN 145, TRN 170, TRN 180, TRN 180A

Communication Electives:

COM 120, COM 231, ENG 112, ENG 113, ENG 114

Math/Natural Science Elective

MAT 110, MAT 115, MAT 120, MAT 121, MAT 161, PHY 110, PHY 110A

Humanities/Fine Arts Electives:

ART 111, DRA 111, DRA 112, DRA 122, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Sciences Electives:

ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 115, HIS 121, HIS 131, HIS 132, HIS 221, PSY 118, PSY 150, SOC 210, SOC 213

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates in this program must demonstrate competence in math by completion of MAT 070 or DMA 040 or an appropriate Math Placement Test score.

This program offers the following diploma and certificate options:

Diploma:

Automotive Systems Technology Diploma 44 credits

Courses required in this diploma are; TRN 110, TRN 120, AUT 141, AUT 151, AUT 163, and AUT 181. Courses in picklists are; ENG 102, ENG 111, MAT 101, MAT 110, MAT 115, MAT 120, MAT 121, MAT 161, ARS 115, ARS 117, ARS 131, AUC 112, AUC 116, AUT 113, AUT 114, AUT 114A, AUT 116, AUT 116A, AUT 123, AUT 141A, AUT 151A, AUT 163A, AUT 181A, AUT 183, AUT 211, AUT 212, AUT 213, AUT 221, AUT 221A, AUT 231, AUT 231A, AUT 281, TRN 120A, TRN 130, TRN 140, TRN 140A, TRN 145, TRN 170, TRN 180, TRN 180A, COE 111, COE 112, COE 121, COE 122, ACA 111, ACA 118, and ACA 122.

Certificates:

Level I Automotive System Technical Certificate 18 credits

Level II Automotive System Technical Certificate 16 credits

Contact the program coordinator or department chair for specific requirements.

BASIC LAW ENFORCEMENT TRAINING CERTIFICATE (C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State-commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CJC 100	Basic Law Enforcement Training	9	30	0	19
TOTAL CREDITS FOR CERTIFICATE					**19**

Cooperative Education Work Experience is not allowed.

Students should complete this program in 16 weeks for the Day Academy and 26 weeks for the Night Academy.

"Students successfully completing a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC 120, CJC 131, CJC 132, CJC 221, and CJC 231 toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination. Students must have completed Basic Law Enforcement Training since 1985."

BIOTECHNOLOGY (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

A program that focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the commercial exploitation of microbes, plants, and animals. Potential course work includes instruction in general biology, general and organic chemistry, physics, biochemistry, molecular biology, immunology, microbiology, genetics, and cellular biology.

Graduates should be qualified for employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BIO 275	Microbiology	3	3	0	4
BTC 181	Basic Lab Techniques	3	3	0	4
BTC 250	Principles of Genetics	3	0	0	3
BTC 270	Recombinant DNA Tech	3	3	0	4
BTC 281	Bioprocess Techniques	2	6	0	4
BTC 285	Cell Culture	2	3	0	3
CHM 132	Organic and Biochemistry	3	3	0	4
*	Chemistry Elective	3	1	0	4
	Computer Elective				3
*	Experience Elective				2
*	Science Elective I				7
OR					
*	Science Elective II				7
					50
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communication Elective	3	0	0	3
*	Math Elective	2/4	0/2	0	3/4
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Sciences Elective				3
					15

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
OR					
ACA 122	College Transfer Success	1	0	0	1

TOTAL CREDIT FOR AAS DEGREE **66**

*Recommended Electives

Chemistry Electives:
CHM 131 and CHM 131A **or** CHM 151

Communications Electives:
ENG 112, ENG 113, ENG, 114

Computer Elective
CIS 110, WEB 110

Mathematics Electives:
MAT 110, MAT 115, MAT 161, MAT 175 MAT 175A

Humanities/Fine Arts Electives:
ART 111, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, MUS 110

Social/Behavioral Sciences Electives:
POL 120, PSY 150, SOC 210, SOC 213

Experience elective
BTC 288, COE 112

Group I Science Electives: Take 7 credits
Use this one if you take CHM 131 and CHM 131A
(BIO 140 & BIO 140A), BIO 280, BTC 275,BTC 286, (PHY 110 AND PHY 110A), PHY 151

OR

Group II Science Electives: Take 7 credits
Use this one if you take CHM 151
Must take CHM 152 then choose 3 credits from:
(BIO 140 & BIO 140A), BIO 280, BTC 275, BTC 286, (PHY 110 AND PHY 110A), PHY 151

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

The Biotechnology program has established collaborative agreements with surrounding area community colleges. These agreements allow students to take a majority of their courses at their area community college and the remaining courses at Pitt Community College. Pitt Community College will award the Biotechnology degree.

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; print reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ARC	131	Building Codes	2	2	0	3
BPR	130	Print Reading – Construction	3	0	0	3
CAR	110	Introduction to Carpentry	2	0	0	2
CAR	111	Carpentry I	3	15	0	8
CAR	112	Carpentry II	3	15	0	8
CAR	113	Carpentry III	3	9	0	6
CIS	110	Intro to Computers	2	2	0	3
CST	131	OSHA/Safety/Certification	2	2	0	3
CST	211	Construction Surveying	2	3	0	3
OR						
DFT	151	Cad I	2	3	0	3
CST	221	Statics/Structures	3	3	0	4
CST	241	Planning/Estimating I	2	2	0	3
BUS	110	Introduction to Business	3	0	0	3
	OR					
PHY	151	College Physics I	3	2	0	4
SST	140	Green Bldg & Design Concepts	3	0	0	3
*		Skill Elective				5
		TOTAL				**57**

GENERAL EDUCATION COURSES

COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 120	Geometry and Trigonometry	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	**1**
OR					
ACA 122	College Transfer Success	1	0	0	**1**

TOTAL CREDITS FOR AAS DEGREE **73**

* Recommended Electives

Major Course Electives:

Humanities/Fine Arts Electives:
ART 111, HUM 110, HUM 115, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Sciences Electives:
ECO 251, ECO 252, POL 120, POL 130, PSY 150, SOC 210, SOC 213, SOC 220

Skill Elective (5 credits)
CAB 111 or CAB 119 or (ELC 120 and PLU 111)

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Residential Carpentry Diploma* 43 credits
Courses required in this diploma are; ENG 111, MAT 120, BPR 130, CST 241, CAR 111, CAR 110, CAR 112, CAR 113, ARC 131, CIS 110, and ACA 111
Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION (A25120)

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

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

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

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Acct.	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 151	People Skills	3	0	0	3
BUS 153	Human Resources Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 230	Small Business Management	3	0	0	3
BUS 238	Integrated Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
INT 110	International Business	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
*	Major Course Elective	1/3	0/2	20	2/3
	TOTAL				**58**

GENERAL EDUCATION COURSES						
ENG	111	Expository Writing	3	0	0	3
COM	120	Interpersonal Communications	3	0	0	3
	OR					
COM	231	Public Speaking	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
MAT	155	Statistical Analysis	3	0	0	3
PSY	150	General Psychology	3	0	0	3
	OR					
SOC	213	Sociology of the Family	3	0	0	3
		TOTAL				**15**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	1
COE	110	World of Work	1	0	0	1
						2
TOTAL CREDITS FOR AAS DEGREE						**75**

*Recommended Electives

Major Course Electives:
ACC 140, ACC 150, BUS 139, COE 112, MKT 220, MKT 224, SPA 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Management Applications and Principles Certificate* 15 credits. Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT (A2512C)

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 217	Employment Law and Regul.	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
BUS 252	Labor Relations	3	0	0	3
BUS 255	Org Behavior in Business	3	0	0	3
BUS 256	Recruitment, Selection, and Personnel Planning	3	0	0	3
BUS 258	Compensation and Benefits	3	0	0	3
BUS 259	HRM Applications	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	3	0	3
*	Major Course Elective				2/3
	TOTAL				**54**

GENERAL EDUCATION COURSES

ENG	111	Expository Writing	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
COM	120	Interpersonal Communication	3	0	0	3
	OR					
COM	231	Public Speaking	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
	OR					
PSY	150	General Psychology	3	0	0	3
*		Communications elective	3	0	0	3
*		Math elective	3	0	0	3
		TOTAL				**18**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1
COE	110	World of Work	1	0	0	1
						2
TOTAL CREDITS FOR AAS DEGREE						**74**

* Recommended Electives

Communications elective;
ENG 112, ENG 113, ENG 114

Math elective;
MAT 115, MAT 140, MAT 161

Major Course Electives, choose 1 course:
ACC 140, ACC 150, BUS 238, COE 112, CTS 130, DBA 110, INT 110, SPA 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Human Resources Management Certificate* 18 credits. Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION/MARKETING AND RETAILING (A2512F)

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	137	Principles of Management	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
MKT	121	Retailing	3	0	0	3
MKT	122	Visual Merchandising	3	0	0	3
MKT	123	Fundamentals of Selling	3	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	3
MKT	223	Customer Service	3	0	0	3
MKT	224	International Marketing	3	0	0	3
MKT	225	Marketing Research	3	0	0	3
MKT	227	Marketing Applications	3	0	0	3
MKT	232	Social Media Marketing	3	2	0	4
OST	137	Office Software Applications	2	2	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
	OR					
OST	284	Emerging Technologies	1	2	0	2
		TOTAL				**55**

GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3
*	Composition Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**18**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**74**

* Recommended Electives

Composition Electives:
ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
ART 111, HUM 115, MUS 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Marketing Certificate* 18 credits.
Contact the program coordinator or department chair for specific requirements.

CARDIOVASCULAR SONOGRAPHY
ECHOCARDIOGRAPHY DIPLOMA (D4516001)

The Echocardiography program is a diploma program of the Cardiovascular Sonography Curriculum for individuals with a minimum of an Associates Degree in Allied Health or a Bachelors Degree. The Echocardiography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart using high frequency sound waves to produce images of the heart.

Course work includes effective communication and patient care skills combined with knowledge of physics, human anatomy, physiology and pathology all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, and adult echocardiography. Graduates may find employment in hospitals, physician's offices, mobile services, and educational institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CVS 160	CVS Clinical Education I	0	0	15	5
CVS 161	CVS Clinical Education II	0	0	24	8
CVS 162	CVS Clinical Education III	0	0	15	5
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
CVS 165	Intro to Cardiovas Son	1	3	0	2
CVS 277	Cardiovascular Topics	2	0	0	2
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
SON 111	Sonographic Physics	3	3	0	4
SON 250	Vascular Sonography	1	3	0	2
	TOTAL				**40**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**46**

Students entering the Echocardiography program must hold a current CPR certification by the American Heart Association Level C, completed anatomy and physiology, completed College algebra or statistics and provide documentation by June 1 prior to entry into the program of current certification as a CNAI or documentation of direct patient care experience with the past five years.

Students enrolled full-time and making satisfactory progress should complete this program in three semesters. Additional time may be needed to complete general education requirements.

The Cardiovascular Sonography Echocardiography Program is accredited by The Commission on the Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

CAAHEP
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Website: www.caahep.org

JRC-DMS
6021 University Blvd, Suite 500
Ellicott City, MD 21043
Phone: 443-973-3251
Website: www.jrcdms.org

The medical advisor for this program is Michael K Smith, M.D., FACC

COMPUTED TOMOGRAPHY AND MAGNETIC RESONANCE IMAGING TECHNOLOGY DIPLOMA (D45200)

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry- eligible radiologic technologist, radiation therapist, or nuclear medicine technologist

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities which perform these imaging procedures.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CAT 210	CT Physics and Equipment	3	0	0	3
CAT 211	CT Procedures	4	0	0	4
CAT 231	CT Clinical Practicum	0	0	33	11
MRI 210	MRI Physics and Equipment	3	0	0	3
MRI 211	MRI Procedures	4	0	0	4
MRI 231	MRI Clinical Practicum	0	0	33	11
	TOTAL				**36**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
	TOTAL	**6**	**0**	**0**	**6**
TOTAL CREDITS FOR DIPLOMA					**42**

CAT 261, MRI 240, and MRI 271 are not required courses, but are available to diploma and certificate students as an option to help them prepare for the board exams. Please see your advisor for information.

Students enrolled full-time and making satisfactory progress should complete this program in two semesters. Additional time may be needed to complete general education requirements.

This program offers the following certificates:

Computed Tomography 18 credits

Magnetic Resonance Imagining 18 credits

Contact the program coordinator or department chair for specific requirements.

The medical advisor for this program is Julian W. Vainright, M.D.

COMPUTER INFORMATION TECHNOLOGY (A25260)

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

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

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

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Intro to Programming/Logic	2	3	0	3
COE	111	Co-Op Work Experience I	0	0	10	1
COE	121	Co-Op Work Experience II	0	0	10	1
CTS	115	Info Sys Business Concepts	3	0	0	3
CTS	120	Hardware/Software Support	2	3	0	3
CTS	130	Spreadsheet	2	2	0	3
CTS	155	Technical Support Functions	2	2	0	3
CTS	220	Adv. Hard/Software Support	2	3	0	3
CTS	255	Adv Tech Support Functions	2	2	0	3
CTS	285	System Analysis & Design	3	0	0	3
CTS	289	Systems Support Project	1	4	0	3
DBA	110	Database Concepts	2	3	0	3
NET	125	Networking Basics	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	120	Linux/Unix Single User	2	2	0	3
NOS	130	Windows Single User	2	2	0	3
NOS	230	Windows Admin I	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
		TOTAL				**59**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
OR					
SOC 213	Sociology of the Family	3	0	0	3
*	Humanities/Fine Arts elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
COE 110	World of Work	1	0	0	1
					2

TOTAL CREDITS FOR AAS DEGREE **76**

* Humanities/Fine Arts electives:
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 160, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following diploma and certificate options:
Computer Information Technology Diploma 37 credits
Courses required in this diploma are; ENG 111, HUM 115, CIS 110, NET 125, NOS 110, SEC 110, DBA 110, CTS 120, CTS 115, WEB 110, CTS 130, and ACA 111.
Courses in a picklist are; MAT 140 and MAT 161
Computer Information Technology Certificate 18 credits
and Desktop Support Technician Certificate 15 credits
Contact the program coordinator or department chair for specific requirements.

COMPUTER PROGRAMMING (A25130)

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Intro to Programming/Logic	2	3	0	3
COE	111	Co-Op Work Experience I	0	0	10	1
COE	121	Co-Op Work Experience II	0	0	10	1
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
CSC	151	JAVA Programming	2	3	0	3
CSC	234	Advanced C++ Programming	2	3	0	3
CSC	239	Adv. Visual BASIC Programming	2	3	0	3
CSC	251	Adv. JAVA Programming	2	3	0	3
CSC	289	Programming Capstone Project	1	4	0	3
CTS	115	Info Sys Business Concepts	3	0	0	3
CTS	285	System Analysis & Design	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
	OR					
NOS	130	Windows Single User	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	115	Web Markup & Scripting	2	2	0	3
*		DBA/SGD/WEB Elective	2	2	0	3
		TOTAL				**59**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
COE 110	World of Work	1	0	0	1
					2

TOTAL CREDITS FOR AAS DEGREE **76**

*Recommended Electives

DBA/SGD/WEB Electives:
DBA 120, SGD 113, WEB 180,

Humanities/Fine Arts Electives:
ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 160, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Electives
PSY 118, PSY 150, SOC 210, SOC 213

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following certificate options
Visual Basic Programming Certificate 12 credits
Java Programming Certificate 12 credits
C++ Programming Certificate 12 credits
Contact the program coordinator or department chair for specific requirements.

COMPUTER-INTEGRATED MACHINING (A50210)

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ISC 112	Industrial Safety	2	0	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 111	Machining Technology I	2	12	0	6
OR					
MAC 141	Machining Applications I	2	6	0	4
MAC 112	Machining Technology II	2	12	0	6
OR					
MAC 142	Machining Applications II	2	6	0	4
BPR 111	Print Reading	1	2	0	2
OR					
MAC 131	Blueprint Reading/Mach I	1	2	0	2
*	Computer Numerical Control Elective				4
*	CNC Elective				17
*	Machining Elective				6
*	Metrology Elective				2
*	Metallurgy Elective				3
*	Computer Elective				2
*	Drafting/Blueprint Reading Elective				4
	TOTAL				**52**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communication Elective	3	0	0	3
*	Math Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Science Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**68**

Recommended Electives:

Computer Numerical Control Elective:
MAC 121, MAC 122, MAC 124, MEC 110

CNC Elective:
MAC 222, MAC 224, MAC 228, MAC 229, MAC 231, MAC 232, MAC 233, MAC 234

Machining Elective:
COE 112, COE 122, MAC 113, MAC 141A, MAC 142A, MAC 143, MAC 143A, MAC 214, MAC 215

Metrology Elective:
ISC 132, MAC 114, MEC 236

Metallurgy Elective:
MEC 172, MEC 180

Computer Elective:
CIS 110, CIS 111, EGR 125

Drafting/Blueprint Reading Elective:
BPR 121, DFT 119, DFT 151, DFT 152, EGR 120

Communication Elective:
COM 110, COM 120, COM 140, COM 231, ENG 112, ENG 113, ENG 114

Math Elective:
MAT 120, MAT 121, MAT 161

Humanities/Fine Arts Elective:
ART 111, ART 114, ART 115, ART 116, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 160, HUM 211, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Elective:
ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, PSY 118, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science

This program offers the following diploma and certificate options:
Computer-Integrated Machining Diploma 43 credits
Courses required in this diploma are; BPR 111, MAC 121, MAC 141, MAC 142, MEC 110, DFT 151, DFT 152, ISC 112, MAC 143, MAC 151, MAC 228, MAC 231, and MAC 232. Courses in picklists are; COM 110, COM 120, COM 140, COM 231, ENG 111, ENG 112, ENG 113, ENG 114, MAT 120, MAT 121, and MAT 161
CNC Certificate 13 credits
Machining Certificate 14 credits
Contact the program coordinator or department chair for specific requirements

COSMETOLOGY DIPLOMA (D5514001)

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

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

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

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
COS 250	Computerized Salon Ops	1	0	0	1
	TOTAL				**42**
GENERAL EDUCATION COURSES					
ENG 102	Applied Communications II	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**48**

Higher level English and/or Psychology courses completed at regionally accredited institutions with a grade of "C" or above may be substituted for ENG 102 and/or PSY 118 upon review of the advisor and approval of the dean.

CRIMINAL JUSTICE TECHNOLOGY (A55180)

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

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

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

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	114	Investigative Photography	1	2	0	2
CJC	120	Interviews/Interrogations	1	2	0	2
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	141	Corrections	3	0	0	3
CJC	212	Ethics and Community Relations	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	231	Constitutional Law	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
*		Required Major Elective				3
		TOTAL				**38**
Students should select 15 credit hours:						
CJC	122	Community Policing	3	0	0	3
CJC	132	Court Procedure and Evidence	3	0	0	3
CJC	211	Counseling	3	0	0	3
CJC	213	Substance Abuse	3	0	0	3
CJC	214	Victimology	3	0	0	3
CJC	215	Organization and Administration	3	0	0	3
CJC	222	Criminalistics	3	0	0	3
CJC	223	Organized Crime	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
CJC	233	Correctional Law	3	0	0	3
CJC	241	Community-Based Corrections	3	0	0	3
COE	111	Co-op Work Experience I	0	0	10	1
COE	112	Co-op Work Experience II	0	0	20	2
		TOTAL				**15**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
*	Humanities Elective				3
*	Math Elective				3
*	Social/Behavioral Elective				3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**69**

* Required Major Elective:
ASL 111 & ASL 181, HIS 111, HIS 131, POL 120, POL 130, SPA 111

* Humanities Elective:
ART 111, HUM 115, MUS 110, PHI 240, REL 110

* Math Elective:
MAT 115, MAT 140, MAT 161

*Social/Behavioral Elective:
PSY 150, SOC 210, SOC 213

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

CRIMINAL JUSTICE TECHNOLOGY
FINANCIAL CRIME/COMPUTER FRAUD (A5518B)

Financial Crime/Computer Fraud is a concentration under the curriculum of Criminal Justice Technology. The curriculum is designed to prepare students for positions in the public or private sector in financial crime or computer fraud investigation.

Students will study financial criminal activity and computer investigative security procedures from a law enforcement perspective through forensic accounting and investigative computer courses.

Graduates should qualify for positions in either the public or private sector investigating fraud within financial institutions and/or computer crimes, including fraud, hacking, and identity theft.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ACC	120	Principles of Financial	3	2	0	4
CIS	110	Intro to Computers	2	2	0	3
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	114	Investigative Photography	1	2	0	2
CJC	116	Intro to Information Security	3	0	0	3
CJC	120	Interviews/Interrogations	1	2	0	2
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	141	Corrections	3	0	0	3
CJC	212	Ethics and Community Relations	3	0	0	3
CJC	216	Computer System Security	3	0	0	3
CJC	217	Network Security Troubleshooting	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	231	Constitutional Law	3	0	0	3
CJC	249	Forensic Accounting	2	2	0	3
*		Required Major Elective				3
		TOTAL				**54**

GENERAL EDUCATION					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
*	Humanities Elective				3
*	Math Elective				3
*	Social/Behavioral Elective				3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**70**

* Required Major Elective:
ASL 111 & ASL 181, HIS 111, HIS 131, POL 120, POL 130, SPA 111

* Humanities Elective:
ART 111, HUM 115, MUS 110, PHI 240, REL 110

* Math Elective:
MAT 115, MAT 140, MAT 161

*Social/Behavioral Elective:
PSY 150, SOC 210, SOC 213

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

EARLY CHILDHOOD EDUCATION (A55220)

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 153A	Health, Safety, & Nutrition Lab	0	2	0	1
EDU 221	Children with Exceptional	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
EDU 251A	Exploration Activities Lab	0	2	0	1
EDU 259	Curriculum Planning	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Exp.	3	0	0	3
EDU 284	Early Childhood Capstone Prac	1	9	0	4
*	Preferred Elective				3
*	Computer Elective				2/3
*	Practicum /Work Experience				2
*	Special Interest				6
	TOTAL				**60**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
TOTAL					**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
OR					
ACA 122	College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**76**

*Preferred Elective:
Take EDU 262 or one of the following courses: ACC 111, ART 113, ART 131, ART 171, ART 244, ART 247, ART 261, ASL111, ASL 181, AST 111, AST 111A, BIO 110 , BIO 111, BUS 110, BUS 151, EDU 216, HEA 110, HIS 111, HIS 112, HIS 131, HIS 132, HUM 110, MUS 113, PSY 118, REL 110, REL 211, REL 212, SPA 110, and SPA 111.
*Computer Elective;
CIS 110, CIS 111, OST 137
*Practicum/Work Experience
(COE 111 and COE 115) or COE 112 or EDU 184
*Special Interest;
EDU 234, EDU 235, SOC 210
*Communications Electives
ENG 112, ENG 113, or ENG 114
*Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 273, HUM 115, HUM 120, MUS 110

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.
This program offers the following diploma and certificate options:

Early Childhood Diploma 42 credits

Courses required in this diploma are; ENG 111, MAT 115, EDU 119, EDU 131, EDU 144, EDU 145, EDU 146, EDU 151, EDU 153, EDU 221, EDU 284, EDU 151A, EDU 153A, and ACA 111. Courses in picklists are; COE 111, COE 112, COE 115, EDU 184, CIS 110, CIS 111, and OST 137.

Administration Certificate 16 credits
Early Childhood Certificate 17 credits
Infant and Toddler Certificate 17 credits
School Age Certificate 17 credits
Special Education Certificate 16 credits

Contact the program coordinator or department chair for specific requirements.

ELECTRICAL SYSTEMS TECHNOLOGY (A35130)

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 130	Blueprint Reading/Construction	3	0	0	3
EGR 125	Appl Software for Tech	1	2	0	2
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2
ELC 128	Intro to PLC	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 229	Industrial Electronics	2	4	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 130	Mechanisms	2	2	0	3
*	DC/AC elective				5
*	Process System elective				3
*	Elective				4
	TOTAL				**58**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **74**

* Recommended Electives

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

DC/AC elective:
ELC 112 or (ELC 131 and ELC 131A)

Process System Elective:
ELC 213, ELC 220

Elective: (Take 4 credits)
ELC 118, ELC 119
COE 111, COE 121 (Must see advisor before registering for these two classes)

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following diploma and certificate options:
Electrical System Technology Diploma 45 credits
Courses required in this diploma are; ELC 113, ELC 117, ELC 115, ELN 229, BPR 130, EGR 125, ELC 114, ELC 125, ISC 112, ELC 118, ELC 119, and ACA 111. Courses in picklists are; MAT 101, MAT 115, ENG 102, ENG 111, ELC 112, ELC 131, and ELC 131A,
Basic Wiring Certificate 17 credits
Programmable Logic Controller Certificate 16 credits
Industrial Controls Certificate 16 credits
Photovoltaic Systems Certificate 14 credits
Contact the program coordinator or department chair for specific requirements.

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, automation/plc systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, automation technician, industrial electronics technician, bench technician, and production control technician.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CET 111	Computer Upgrade/Repair I	2	3	0	3
CET 211	Computer Upgrade/Repair II	2	3	0	3
DFT 119	Basic CAD	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
EGR 125	Appl Software for Technicians	1	2	0	2
ELN 131	Semiconductor Appl	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 232	Introduction to Microprocessors	3	3	0	4
ELN 234	Communications Systems	3	3	0	4
Electricity Elective: Take minimum 4 credits					
ELC 131	Circuit Analysis I	3	3	0	4
ELC 138	DC Circuit Analysis	3	3	0	4
AND					
ELC 139	AC Circuit Analysis	3	3	0	4
OTHER MAJOR COURSES: Take 16 credits					
ATR 215	Sensors & Transducers	2	3	0	3
ATR 218	Comp Intg Manufacturing	2	3	0	3
ATR 281	Automated Manufacturing	3	2	0	4
ELC 117	Motors & Controls	2	6	0	4
ELC 125	Diagrams & Schematics	1	2	0	2
ELN 132	Linear IC Applications	3	3	0	4
ELN 229	Industrial Electronics	3	3	0	4
ELN 231	Industrial Controls	2	3	0	3
HYD 110	Hydraulics/Pneumatics	2	3	0	3
LEO 111	Lasers and Applications	1	3	0	2

MAT	122	Algebra/Trigonometry II	2	2	0	3
	OR					
MAT	162	College Trigonometry	3	0	0	3
MAT	263	Brief Calculus	3	0	0	3
PHY	151	College Physics I	3	2	0	4
Co-op Elective: Take 2 credit hours						
COE	122	Co-op Work Experience II	0	0	20	2
EGR	285	Design Project	0	4	0	2
ELN	275	Troubleshooting	1	2	0	2
COE	111	Co-op Work Experience I	0	0	10	1
	AND					
COE	121	Co-op Work Experience II	0	0	10	1
TOTAL						**55**

GENERAL EDUCATION						
ENG	111	Expository Writing	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
	OR					
MAT	161	College Algebra	3	0	0	3
*		Social/Behavioral Science Elective	3	0	0	3
*		Humanities/Fine Arts Electives	3	0	0	3
		TOTAL				**15**

FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **71**

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Science Electives:
PSY 150, SOC 210

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following certificate options:
Basic Electronics 12 credits
Automation Technology 14 credits
Computer Technology 16 credits
Contact the program coordinator or department chair for specific requirements.

ENTREPRENEURSHIP A25490

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Acct	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
ETR 210	Intro to Entrepreneurship	3	0	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneurship Marketing	3	0	0	3
ETR 240	Funding for Entrepreneurs	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
INT 110	International Business	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 223	Customer Service	3	0	0	3
	TOTAL				**56**
GENERAL EDUCATION					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	TOTAL				**15**

FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**72**

This program offers the following certificate option:
Entrepreneurship Certificate 13 credits

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Course and Hour Requirements

MAJOR COURSES
Select 18 SHC from a combination of core courses for curriculums approved to be offered by the College.

Select from prefixes for major courses for curriculums approved to be offered by the College.

GENERAL EDUCATION COURSES
Students take a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics; and a minimum of 6 semester hours of communications.

MINIMUM MAJOR COURSE HOURS	**49**
MINIMUM GENERAL EDUCATION HOURS	**15**
MINIMUM FOUNDATION COURSES	**3**
ACA 111 or ACA 118 or ACA 122	1
CIS 110 or CIS 111 or OST 137	2
TOTAL HOURS FOR AAS DEGREE	**65-76**

HEALTH INFORMATION TECHNOLOGY (A45360)

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physicians' offices, hospice, and mental health facilities.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
HIT	110	Fundamentals of HIM	3	0	0	3
HIT	112	Health Law and Ethics	3	0	0	3
HIT	114	Health Data Sys/Standards	2	3	0	3
HIT	124	Prof Practice Exp II	0	0	3	1
HIT	210	Healthcare Statistics	2	2	0	3
HIT	211	ICD Coding	2	6	0	4
HIT	214	CPT/Other Coding Systems	1	3	0	2
HIT	215	Reimbursement Methodology	1	2	0	2
HIT	216	Quality Management	1	3	0	2
HIT	218	Mgmt Principles in HIT	3	0	0	3
HIT	220	Health Informatics & EHRs	1	2	0	2
HIT	224	Prof Practice Exp IV	0	0	6	2
HIT	226	Principles of Disease	3	0	0	3
HIT	280	Professional Issues	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	248	Diagnostic Coding	1	2	0	2
		Other major elective				3
		TOTAL				**60**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Math Elective	0	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**76**

* Math Elective
MAT 110, MAT 115, MAT 140, MAT 161

Other major elective:
HIT 221 or HIT 225

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

CAHIIM
233 N. Michigan Avenue, 21st floor
Chicago Il 60601-5800
e-mail: info@cahiim.org

HEALTHCARE BUSINESS INFORMATICS (A25510)

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
CTS	115	Info Sys Business Concepts	3	0	0	3
CTS	120	Hardware/Software Support	2	3	0	3
CTS	155	Tech Support Functions	2	2	0	3
CTS	220	Adv Hard/Software Support	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
DBA	120	Database Programming I	2	2	0	3
HBI	110	Issues and Trends in HBI	3	0	0	3
HBI	113	Survey of Med Insurance	3	0	0	3
HBI	210	Intro to Health Info Net	2	3	0	3
HBI	230	Infra & App Supp in Healthcare	2	3	0	3
HBI	250	Data Mgmt and Utilization	2	2	0	3
HBI	289	HBI Project	1	4	0	3
HMT	110	Introduction to Healthcare Management	3	0	0	3
HMT	215	Legal Asp of Healthcare Admin	3	0	0	3
MED	120	Survey of Med Terminology	2	0	0	2
NET	125	Networking Basics	1	4	0	3
NOS	110	Operating System Concepts	2	3	0	3
SEC	110	Security Concepts	3	0	0	3
		Operating Systems Elective				3
		TOTAL				**59**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
*	Communication Elective	3	0	0	3
*	Math Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
COE 111	Co-op Work Experience I	0	0	10	1
	TOTAL				**2**
TOTAL CREDITS FOR AAS DEGREE					**76**

*Recommended Electives:

Operating Systems Elective:
NOS 120, NOS 130

Communication Elective:
COM 120, COM 140

Math Elective:
MAT 140, MAT 161

Social/Behavioral Sciences Elective
ECO 251, PSY 150, SOC 213

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following certificate options:
Healthcare Infrastructure Support Certificate 18 credits
Healthcare Database Administration & Support Certificate 18 credits
Contact the program coordinator or department chair for specific requirements.

HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Prin. of Managerial Accounting	3	2	0	4
ACC 140	Payroll Accounting	1	2	0	2
OR					
ACC 150	Accounting Software Appl.	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
CIS 110	Intro to Computers	2	2	0	3
COE 112	Co-op Work Experience I	0	0	20	2
CTS 130	Spreadsheet	2	2	0	3
HMT 110	Introduction to Healthcare Management	3	0	0	3
HMT 210	Medical Insurance	3	0	0	3
HMT 211	Long-Term Care Administration	3	0	0	3
HMT 212	Management of Healthcare Org.	3	0	0	3
HMT 215	Legal Asp of Health Admin	3	0	0	3
HMT 220	Healthcare Financial Management	4	0	0	4
HMT 225	Practice Mgmt Simulation	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
	Required Elective				3
	TOTAL				**55**

GENERAL EDUCATION COURSES					
COM 120	Intro Interpersonal Com	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
	and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 213	Sociology of the Family	3	0	0	3
*	Communications Elective				3
*	Math Elective				3
	TOTAL				**18**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
COE 110	World of Work	1	0	0	1
					2
TOTAL CREDITS FOR AAS DEGREE					**75**

*Recommended Electives:

Communication Elective:
ENG 112, ENG 113, ENG 114

Math Elective:
MAT 115, MAT 140, MAT 161

Required Elective:
BUS 151, GRO 120

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following certificate options:
Healthcare Management Technology 15 credits
Long Term Care Certificate 18 credits
Contact the program coordinator or department chair for specific requirements.

The Healthcare Management Technology program has established collaborative agreements with surrounding area community colleges. These agreements allow students to take a majority of their courses at their area community college and the remaining courses at Pitt Community College. Pitt Community College will award the Healthcare Management Technology degree.

Agreements have been established for the transferability of the Associate Degree in Healthcare Management Technology to St. Joseph's College of Maine and Mount Olive College enabling students to pursue a Bachelors of Science Degree in Health Care Administration/Management. St. Joseph's College uses the distance education approach and Mount Olive College offers an accelerated program which allows students to earn their degree.

Graduates are eligible to sit for various certification exams based on education and employment requirements.

HORTICULTURE TECHNOLOGY (A15240)

Curriculums in the Plant Systems: Horticultural Science Technology pathway are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

A program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
COE 111	Co-Op Work Experience I	0	0	10	1
HOR 112	Landscape Design I	2	3	0	3
HOR 114	Landscape Construction	2	2	0	3
HOR 116	Landscape Management I	2	2	0	3
HOR 134	Greenhouse Operations	2	2	0	3
HOR 160	Plant Materials I	2	2	0	3
HOR 162	Applied Plant Science	2	2	0	3
HOR 164	Hort Pest Management	2	2	0	3
HOR 166	Soils & Fertilizers	2	2	0	3
HOR 168	Plant Propagation	2	2	0	3
HOR 215	Landscape Irrigation	2	2	0	3
HOR 235	Greenhouse Production	2	2	0	3
HOR 273	Hor Mgmt & Marketing	3	0	0	3
LSG 111	Basic Landscape Technique	2	0	0	2
LSG 121	Fall Gardening Lab	0	6	0	2
LSG 122	Spring Gardening Lab	0	6	0	2
SPA 110	Introduction to Spanish	2	0	0	2
TRF 110	Intro Turfgrass Cult & ID	3	2	0	4
	TOTAL				**52**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
COM 120	Intro Interpersonal Com	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
OR					
SOC 213	Sociology of the Family	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
	TOTAL				**1**
TOTAL CREDITS FOR AAS DEGREE					**68**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

HUMAN SERVICES TECHNOLOGY (A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
OR						
CIS	111	Basic PC Literacy	1	2	0	2
GRO	120	Gerontology	3	0	0	3
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	135	Orientation Lab I	0	2	0	1
HSE	160	HSE Clinical Supervision I	1	0	0	1
HSE	163	HSE Clinical Experience I	0	0	9	3
HSE	210	Human Services Issues	2	0	0	2
HSE	212	Group Process II	1	2	0	2
HSE	215	Health Care	3	2	3	5
HSE	225	Crisis Intervention	3	0	0	3
HSE	260	HSE Clinical Supervision II	1	0	0	1
HSE	264	HSE Clinical Experience II	0	0	12	4
PSY	150	General Psychology	3	0	0	3
PSY	256	Exceptional Children	3	0	0	3
PSY	265	Behavioral Modification	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
*		HSE Elective				2
		TOTAL				**58-59**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
*	Communication Elective	3	0	0	3
*	Humanities Elective	3	0	0	3
*	Natural Science Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
OR					
ACA 122	College Transfer Success	1	0	0	1
	TOTAL				**1**

TOTAL CREDITS FOR AAS DEGREE **74-75**

* Recommended Electives

HSE Electives: (Take 2 credits)

HSC 110, HSC 120, HSE 115, HSE 130, HSE 230, HSE 270, HSE 272, SWK 110, SWK 113

Communication Elective:

ENG 113, ENG 114

Humanities Elective:

HUM 115, HUM 120

Natural Science Elective:

BIO 110, BIO 161

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates in this program must demonstrate competence in math by completion of MAT 070 or DMA 040 or an appropriate Math Placement Test score.

This program has program accreditation by Council for Standards in Human Services Education.

This program offers a *Human Services Technology Diploma* 38 credits

Courses required in this diploma are; BIO 161, ENG 111, HSE 110, HSE 112, HSE 123, HSE 225, GRO 120, HSE 135, HSE 160, HSE 163, PSY 150, SAB 110, ACA 111, and CIS 111. Courses in picklists are; HSE 115 and HSE 215.

Contact the program coordinator or department chair for specific requirements.

In consultation with the department chair or faculty advisor, students can select the *Pre-Liberal Arts Option* in Human Services Technology. This option within the General Human Services Technology program allows students to take a larger number of college transfer courses. Contact the department chair for further information.

HUMAN SERVICES TECHNOLOGY/GERONTOLOGY (A4538B)

The Human Services Technology/Gerontology concentration prepares students to specialize in direct service delivery work to older adults and their families. The curriculum provides both theoretical and applied models for understanding issues of aging.

Course work includes physical, psychological, and social aspects of the aging process; as well as health, wellness, nutrition, diet, exercise, and well-being. Fieldwork experiences provide opportunities to work in a variety of public and private agencies.

Graduates should qualify for employment in nursing and rest homes, specialized adult care services, respite services, and other programs servicing older adults and their families. Graduates choosing to continue their education may select a variety of programs at senior institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
COE 111	Co-op Work Experience I	1	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
COE 121	Co-op Work Experience II	1	0	10	1
COE 125	Work Exp Seminar II	1	0	0	1
GRO 120	Gerontology	3	0	0	3
GRO 220	Psy/Soc Aspects of Aging	3	0	0	3
GRO 230	Health, Wellness & Nutrit	3	2	0	4
GRO 240	Gerontology Care Managing	3	0	0	3
GRO 250	Aging Policies Programs & Serv	2	0	0	2
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 135	Orientation Lab I	1	0	0	1
HSE 210	Human Services Issues	2	0	0	2
HSE 215	Health Care	3	2	0	5
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
*	Required Subject Area				6-8
	TOTAL				**58**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
*	Communication Elective	3	0	0	3
*	Humanities Elective	3	0	0	3
*	Natural Science Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
OR					
ACA 122	College Transfer Success	1	0	0	1
	TOTAL				**1**
TOTAL CREDITS FOR AAS DEGREE					**74**

* Recommended Electives

Required Subject Area:
GRO 150, HMT 110, HMT 211, HMT 212, HSE 115, HSE 130, HSE 230, HSE 251, MED 180, SAB 110, SWK 110, SWK 113, TRE 122

Communication Elective:
ENG 113, ENG 114

Humanities/Fine Arts Electives:
HUM 115, HUM 120

Natural Science Elective:
BIO 110, BIO 161

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates in this program must demonstrate competence in math by completion of MAT 070 or DMA 040 or an appropriate Math Placement Test score.

This program offers an *Aging Studies Certificate* 18 credits
Contact the department chair for specific requirements.

This program has program accreditation by Council for Standards in Human Services Education.

HUMAN SERVICES TECHNOLOGY/SUBSTANCE ABUSE (A4538E)

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individual in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
OR						
CIS	111	Basic PC Literacy	1	2	0	2
COE	111	Co-op Work Experience I	1	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1
COE	121	Co-op Work Experience II	1	0	10	1
COE	125	Work Exp Seminar II	1	0	0	1
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	135	Orientation Lab I	1	0	0	1
HSE	210	Human Services Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
HSE	255	Health Problems & Prevention	2	2	0	3
PSY	150	General Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SAB	120	Intake and Assessment	3	0	0	3
SAB	125	Substance Abuse Case Mgmt.	2	2	0	3
SAB	135	Addictive Process	3	0	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SAB	240	SAB Issues in Client Services	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
*		Major Electives				6
		TOTAL				**59-60**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
*	Communication Elective	3	0	0	3
*	Humanities Elective	3	0	0	3
*	Natural Science Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
OR					
ACA 122	College Transfer Success	1	0	0	1
	TOTAL				**1**

TOTAL CREDITS FOR AAS DEGREE **75-76**

* Recommended Electives

Major Electives:
COE 112, GRO 120, HSE 115, HSE 160, HSE 163, HSE 212, HSE 215, MED 180, SAB 140, SAB 220, SAB 230, SAB 235, SAB 250, SWK 110, SWK 113

Communication Elective:
ENG 113, ENG 114

Humanities/Fine Arts Electives:
HUM 115, HUM 120

Natural Science Elective:
BIO 110, BIO 161

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates in this program must demonstrate competence in math by completion of MAT 070 or DMA 040 or an appropriate Math Placement Test score.

This program has program accreditation by Council for Standards in Human Services Education.

This program has a certificate option in *Substance Abuse* 18 credits
Contact the program coordinator or department chair for specific requirements.

INDUSTRIAL MANAGEMENT TECHNOLOGY (A50260)

Curriculums in the Manufacturing Production and Process Development: Manufacturing and Industrial Engineering Technology are designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment and information as leaders in an industrial or manufacturing setting.

Course work includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

A course of study that prepares the students to use basic engineering principles and management skills to plan and manage operations of industrial and manufacturing processes. Includes instruction in financial management, industrial and human resources management, industrial psychology, management information systems, quality and productivity improvement, quality control, operations research, safety and health issues, and environmental program management. Graduates should be qualified to enter the workforce as front-line supervisor, engineering assistant, production planner, inventory supervisor, or as a quality control technician. With additional training and experience, graduates could become plant manager or production managers.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

Course and Hour Requirements			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ACC	120	Principles of Accounting I	3	2	0	4
BPR	111	Print Reading	1	2	0	2
BUS	135	Principles of Supervision	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
	OR					
BUS	217	Employment Law and Regulations	3	0	0	3
BUS	235	Performance Management	3	0	0	3
DFT	119	Basic CAD	1	2	0	2
ISC	112	Industrial Safety	2	0	0	2
ISC	132	Manufacturing Quality Control	2	3	0	3
ISC	135	Principles of Industrial Management	4	0	0	4
ISC	136	Productivity Analysis I	2	3	0	3
ISC	140	Detailed Sched and Planning	3	0	0	3
ISC	221	Statistical Quality Control	3	0	0	3
ISC	233	Industrial Organization and Management	3	0	0	3
ISC	243	Prod & Oper Management I	2	3	0	3
MEC	161	Manufacturing Process I	3	0	0	3
OMT	132	ISO 9000 Standards	3	0	0	3
*		Major electives				3
*		Computer Skills Elective				2
		TOTAL				**52**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communications Elective	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
*	Math Electives	2	2	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**68**

Recommended Electives

Communications Electives:
COM 120, COM 231, ENG 114

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, PHI 240

Mathematics Electives:
MAT 115, MAT 161

Social/Behavioral Sciences:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Computer Skills Elective:
CIS 110, CIS 111

Major electives
Select 3 hours from one of the following sets

Set 1

COE 111	Co-op Work Experience I (1)
COE 112	Co-op Work Experience II (2)

Set 2

OMT 222	Project Management (3)
SPA 120	Spanish for the Workplace (3)

Set 3 (for certificate students only)

BPM 110	Bioprocess Practices (5)
PTC 110	Industrial Environment (3)

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following certificate options:
Principles of Lean Manufacturing Certificate 13 credits
Bio-Management Practices Certificate 17 credits
Contact the program coordinator or department chair for specific requirements.

INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AHR 110	Introduction to Refrigeration	2	6	0	5
BPR 111	Print Reading	1	2	0	2
BPR 121	Blueprint Reading-Mech	1	2	0	2
OR					
BPR 130	Print Reading/Construction	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
ELC 112	DC/AC Electricity	3	6	0	5
ELC 117	Motors and Controls	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 111	Machine Processes I	2	3	0	3
MEC 112	Machine Processes II	2	3	0	3
MNT 110	Introduction to Maintenance Procedures	1	3	0	2
MNT 160	Industrial Fabrication	1	3	0	2
MNT 220	Rigging and Moving	1	3	0	2
MNT 240	Industrial Equipment Troubleshooting	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
*	Elective				2/3
	TOTAL				**52**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 120	Geometry and Trigonometry	2	2	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**68**

* Recommended Electives

Elective:
BPM 110, COE 112, COE 122, ELC 111, ELC 115, ISC 110, MNT 111, MNT 150, MNT 270, PTC 110

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, PHI 240

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, Math or Science.

This program offers the following diploma and certificate options:
Industrial Maintenance Diploma 46 credits
Courses required in this diploma are; ENG 102, MAT 120, BPR 111, HYD 110, MEC 111, MNT 110, WLD 112, ELC 112, ISC 112, AHR 110, BPR 130, ELC 117, MEC 112, MNT 111, MNT 220, and ACA 111.
Basic Mechanical Maintenance Certificate 17 credits
Bio-Maintenance Certificate 17 credits
Facilities Maintenance Certificate 16 credits
Contact the program coordinator or department chair for specific requirements.

INFANT/TODDLER CARE CERTIFICATE (C55290)

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family, & Commun	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, & Nutrit	3	0	0	3
EDU 153A	Health, Safety, & Nut Lab	0	2	0	1
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
	TOTAL				**17**

Students making satisfactory progress should complete this program in three semesters.

MAMMOGRAPHY C45380

The Mammography curriculum provides registered radiologic technologists the didactic and clinical experience necessary to become registered mammographers.

Course work includes clinical rotations to mammography facilities, breast anatomy/physiology, patient preparation/education , mammographic procedures, interventional procedures, image analysis, mammographic instrumentation, physics, quality control, and quality assurance.

Graduates will meet the Mammography Quality Standards Act initial training requirements for mammography and may be eligible to apply to take the American Registry of Radiologic Technologists (ARRT) post primary certification in Mammography.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
MAM 101	Mam Proc & Image Analysis	3	3	0	4
MAM 102	Mam Instrumentation & QA	3	0	0	3
MAM 103	Digital Mammography	1	0	0	1
MAM 105	Mam Clinical Ed	0	0	15	5
MAM 109	Mammography Capstone	3	0	0	3
	TOTAL				**16**

Students making satisfactory progress should complete this program in two semesters.

In order to apply, students must (1) hold at least an Associates degree in Radiography, (2) be ARRT certified in Radiography, and (3) hold a current CPR Healthcare Provider Certification by the American Heart Association.

The medical director for this program is Marcia Thompson, M.D.

MECHANICAL ENGINEERING TECHNOLOGY (A40320)

This curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ATR	281	Automated Manufacturing	3	2	0	4
DFT	151	CAD I	2	3	0	3
DFT	152	CAD II	2	3	0	3
	OR					
COE	112	Co-op Work Experience I	0	0	20	2
DFT	153	CAD III	2	3	0	3
EGR	250	Statics/Strength of Mater	4	3	0	5
ELC	111	Introduction to Electricity	2	2	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
ISC	112	Industrial Safety	2	0	0	2
ISC	132	Manufacturing Quality Control	2	3	0	3
MEC	111	Machine Processes I	2	3	0	3
MEC	161	Manufacturing Processes I	3	0	0	3
MEC	161A	Manufacturing Processes I Lab	0	3	0	1
MEC	180	Engineering Materials	2	3	0	3
MEC	250	Statics and Strength of Materials	4	3	0	5
PHY	151	College Physics	3	2	0	4
*		Technology Elective				4
		Computer elective				2
		Industrial Science elective				2
		TOTAL				**50-51**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
MAT 122	Algebra/Trigonometry II	2	2	0	3
OR					
MAT 162	College Trigonometry	3	0	0	3
*	Communication Elective	3	0	0	3
*	Social/Behavior Sciences Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**18**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **69-70**

* Recommended Electives

Communication Elective:
COM 110, COM 120, COM 140, COM 231, ENG 112, ENG 113, ENG 114

Humanities/Fine Arts Electives:
ART 111, ART 114, ART 115, ART 116, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 160, HUM 211, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavior Sciences Electives:
ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, PSY 118, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Technology Elective:
EGR 120, EGR 280, EGR 285, MAC 121, MAC 122, MAC 124, MEC 110

Computer Elective:
CIS 110, CIS 111, EGR 125

Industrial Science Elective:
COE 122, ISC 136, ISC 216

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following certificate option:
Mechanical Drafting Certificate 17 credits
Contact the program coordinator or department chair for specific requirements.

MEDICAL ASSISTING (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations, assisting with examinations/ treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

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

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 114	Professional Interaction in Health Care	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
OR					
OST 149	Medical Legal Issues	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Examination Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 180	CPR Certification	0	2	0	1
MED 232	Medical Insurance Coding	1	3	0	2
OR					
OST 148	Med Coding Billing & Insur	3	0	0	3
MED 240	Examination Room Procedures II	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
MED 264	Medical Assisting Overview	2	0	0	2
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
MED 276	Patient Education	1	2	0	2
SPA 120	Spanish for the Workplace	3	0	0	3
*	Office Systems elective				2
*	Major Course Electives	0/2	0	0/26	2
	TOTAL				**60**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Communications Elective	3	0	0	3
*	Mathematics Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**76**

* Recommended Electives
Communications Elective:
COM 120, COM 231
Mathematics Elective:
MAT 110, MAT 115
Office System Elective:
CIS 110, CIS 111, OST 136, OST 137
Major Course Electives:
BUS 151, HSC 110, MED 112, MED 113, MED 120, MED 182, OST 131, OST 164, OST 184, OST 281, SPA 110

Students enrolled full-time and making satisfactory progress should complete this program in six semesters. Additional time may be needed to complete general education requirements.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Curriculum Review Board of The American Association of Medical Assistants Endowment (CRB-AAMAE).

CAAHEP
1361 Park Street
Clearwater FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
Email: mail@caahep.org

CRB-AAMAE
20 North Wacker Drive, Suite 1575
Chicago, Illinois 60606-2903
Phone (312) 899-1550
Fax: 312-899-1259

This program offers the following certificate option:
Medical Assisting Clinical Certificate 18 credits

MEDICAL DOSIMETRY (D45450)

The curriculum is designed to prepare ARRT certified radiation therapists to work in the care of cancer patients as medical dosimetrist. The curriculum provides instruction to enable the participant to become a member of the radiation oncology team.

The curriculum content includes specific coursework to provide classroom and direct clinical experience to train the student in the fundamentals of medical dosimetry practice using current technology, tools and techniques. Students will participate in studies related to the role of the medical dosimetrist and professional ethics, radiation oncology anatomy, treatment planning, dose calculations, clinical oncology, brachytherapy, dosimetry physics, radiation protection, quality assurance and computer applications.

Graduates of the program will be able to obtain employment as a medical dosimetrist and apply to the Medical Dosimetrist Certification Board (MDCB) to sit for a national certification.

Admission criteria include the completion of a bachelors degree.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
DOS 210	Introduction to Dosimetry	2	0	0	2
DOS 220	Treatment Planning I	2	2	0	3
DOS 221	Treatment Planning II	1	3	0	2
DOS 230	Clinical Research Exper.	0	6	0	2
DOS 240	Clinical Education I	0	0	24	8
DOS 241	Clinical Education II	0	0	24	8
DOS 242	Clinical Education III	0	0	15	5
DOS 243	Dosimetry Physics	1	3	0	2
DOS 250	Dose Calculations	2	0	0	2
DOS 260	Brachytherapy Planning	2	3	0	3
	TOTAL				**37**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
MAT 161	College Algebra	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**43**

Students enrolled full-time and making satisfactory progress should complete this program in three semesters. Additional time may be needed to complete general education courses.

This Medical Dosimetry program is accredited by the:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Telephone: 312-704-5300
Email: mail@jrcert.org

In order to apply:

1. Students must hold at least a bachelors degree and be ARRT certified in Radiation Therapy.

2. Students must have at least one year experience as a radiation therapist by the time of enrollment in the program.

3. Students entering Medical Dosimetry Diploma Program must hold a current CPR certification by the American Heart Association, healthcare provider.

MEDICAL OFFICE ADMINISTRATION (A25310)

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 111	Financial Accounting	3	0	0	3
BUS 260	Business Communications	3	0	0	3
MED 116	Introduction to A & P	3	2	0	4
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry and Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Software Applications	2	2	0	3
OST 148	Medical Coding, Billing, and Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2
OST 243	Medical Office Simulation	2	2	0	3
OST 281	Emerg Issues in Med Ofc	3	0	0	3
OST 286	Professional Development	3	0	0	3
*	Major Elective				9
*	Work elective				2
	TOTAL				**60**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communications Elective				3
*	Humanities/Fine Arts Elective				3
*	Natural Science/Math Elective				3
*	Social/Behave Sci Elective				3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **76**

* Recommended Electives

Major Electives:

BUS 135, BUS 137, MKT 223, OST 138, OST 184, OST 233, OST 236, OST 247, OST 248, OST 249, OST 250, SPA 120

Work Elective:

COE 112 or OST 289

Communications Electives:

COM 120, COM 231

Natural Science/Math electives:

(AST 111 and AST 111A), BIO 161, (CHM 131 and CHM 131A), (PHY 110 and PHY 110A)

Humanities/Fine Arts Electives

HUM 115, HUM 120

Social/Behavioral Sciences Electives:

GEO 110, GEO 111, PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT 070 or an appropriate Math Placement Test score.

The Medical Office Administration student must successfully complete OST 241 before taking COE 112. Please note, COE 112 will be offered Fall and Spring semesters only.

This program offers the following diploma and certificate options:

Medical Office Transcription Diploma 45 credits

Courses required in this diploma are; ENG 111, OST 148, OST 149, OST 164, OST 281, OST 134, OST 136, OST 243, OST 131, OST 137, MED 121, MED 122, COE 112, OST 241, OST 242, and ACA 111. Courses in picklists are; COM 120 and COM 231.

Medical Insurance Diploma 47 credits

Courses required in this diploma are; ENG 111, MED 121, MED 122, OST 131, OST 134, OST 137, MED 116, OST 148, OST 149, OST 243, OST 281, OST 250, OST 247, OST 248, OST 249, and ACA 111. Courses in picklists are; COM 120 and COM 231.

Patient Representative Diploma 47 credits

Courses required in this diploma are; ENG 111, OST 148, OST 149, OST 243, OST 164, OST 134, OST 281, OST 131, OST 137, MED 121, MED 122, ACC 111, COE 112, MKT 223, OST 286, and ACA 111. Courses in picklists are; COM 120 and COM 231.

Medical Office Receptionist Certificate 17 credits

Patient Access Representative Certificate 17 credits

Contact the program coordinator or department chair for specific requirements.

MEDICAL SONOGRAPHY (A45440)

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, and abdominal, introductory vascular and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
SON 110	Introduction to Sonography	1	3	3	3
SON 111	Sonographic Physics	3	3	0	4
SON 120	SON Clinical Education I	0	0	15	5
SON 121	SON Clinical Education II	0	0	15	5
SON 130	Abdominal Sonography I	2	3	0	3
SON 131	Abdominal Sonography II	1	3	0	2
SON 140	Gynecological Sonography	2	0	0	2
SON 220	SON Clinical Education III	0	0	24	8
SON 221	SON Clinical Education IV	0	0	24	8
SON 222	Selected SON Clinical Ed	0	0	6	2
SON 225	Case Studies	0	3	0	1
SON 241	Obstetrical Sonography I	2	0	0	2
SON 242	Obstetrical Sonography II	2	0	0	2
SON 250	Vascular Sonography	1	3	0	2
SON 289	Sonographic Topics	2	0	0	2
	TOTAL				**60**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	English Elective	3	0	0	3
*	Humanities Elective	3	0	0	3
*	Math Elective	3	0	0	3
*	Social/Behavioral Science Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**76**

*Recommended Electives:
English Elective:
ENG 112, ENG 113, ENG 114

Humanities Elective:
HUM 115, PHI 240

Math Elective:
MAT 155, MAT 161

Social/Behavioral Science Elective:
PSY 150, SOC 210

Students entering Medical Sonography must hold a current CPR certification by the American Heart Association Level C and provide documentation by June 1 prior to entry into the program of current certification as a CNAI or documentation of direct patient care experience within the past five years.

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

The Medical Sonography Program is accredited by The Commission on the Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The program has been place on Probationary Accreditation as of November 17, 2012.

(CAAHEP)
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Website: www.caahep.org

JRC-DMS
6021 University Blvd, Suite 500
Ellicott City, MD 21043
Phone: 443-973-3251
Website: www.jrcdms.org

The medical advisor for this program is Michael R Coan, M.D.

NETWORKING TECHNOLOGY (A25340)

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Intro to Programming/Logic	2	3	0	3
CIS	245	Operating System – Multi-User	2	3	0	3
COE	111	Co-Op Education	0	0	10	1
COE	121	Co-Op Work Exp II	0	0	10	1
CTS	115	Info Sys Business Concepts	3	0	0	3
CTS	120	Hardware/Software Concepts	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NET	175	Wireless Technology	2	2	0	3
NET	225	Routing & Switching I	1	4	0	3
NET	226	Routing & Switching II	1	4	0	3
NET	289	Networking Project	1	4	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
NOS	130	Windows Single User	2	2	0	3
NOS	230	Windows Admin I	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
SEC	160	Secure Admin I	2	2	0	3
SEC	210	Intrusion Detection	2	2	0	3
		TOTAL				**59**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 213	Sociology of the Family	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
COE 110	World of Work	1	0	0	1
					2

TOTAL CREDITS FOR AAS DEGREE **76**

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following certificate options:
Routing and Switching Certificate 15 credits
System Administrator Certificate 15 credits
Wireless LAN Certificate 18 credits
Contact the program coordinator or department chair for specific requirements.

NUCLEAR MEDICINE TECHNOLOGY (A45460)

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level nuclear medicine technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation, and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computers	2	2	0	3
	OR					
CIS	111	Basic PC Literacy	1	2	0	2
NMT	110	Introduction to Nuclear Medicine	2	0	0	2
NMT	110A	Introduction to Nuclear Medicine Lab	0	3	0	1
NMT	126	Nuclear Physics	2	0	0	2
NMT	132	Overview-Clinical Nuclear Medicine	2	0	6	4
NMT	134	Nuclear Pharmacy	2	0	0	2
NMT	136	Health Physics	2	0	0	2
NMT	211	NMT Clinical Practice I	0	0	21	7
NMT	212	Procedures for Nuclear Medicine I	2	0	0	2
NMT	212A	Procedures for Nuclear Medicine I Lab	0	3	0	1
NMT	214	Radiobiology	2	0	0	2
NMT	215	Non-Imaging Instrumentation	1	3	0	2
NMT	218	Computers in Nuclear Medicine	2	0	0	2
NMT	221	NMT Clinical Practice II	0	0	21	7
NMT	222	Procedures for Nuclear Medicine II	2	0	0	2
NMT	222A	Procedures for Nuclear Medicine II Lab	0	3	0	1
NMT	289	Nuclear Med Tech Topics	2	3	0	3
PET	235	Cross Sectional Anatomy	3	0	0	3
*		Biology Elective				5
		TOTAL				**52**

GENERAL EDUCATION COURSES					
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENG 111	Expository Writing	3	0	0	3
*	Math				3
*	Behavior/Social Science Elective				3
*	Communication Elective				3
*	Humanities Elective				3
	TOTAL				**19**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**72**

*Recommended Electives:

Behavior/Social Science Elective (Select one course)
PSY 118, PSY 150, SOC 210

Biology Electives:
BIO 163 **OR** [BIO 168 and BIO 169]

Communications Elective (Select one course)
COM 120, COM 231, ENG 114

Humanities/Fine Arts Elective (Select one course)
HUM 115, HUM 211, PHI 210, PHI 240, REL 110

Math Elective (Select one course)
MAT 115, MAT 140, MAT 161

This program offers the following diploma option:
Nuclear Medicine Diploma 48 credits
Courses required in this diploma are; ENG 111, NMT 110, NMT 211, NMT 221, NMT 215, NMT 212, NMT 222, NMT 134, NMT 132, NMT 126, NMT 136, NMT 212A, NMT 214, NMT 222A, NMT 289, and PET 235. Courses in picklists are; MAT 115, MAT 140 and MAT 161.
Contact the program coordinator for specific requirements.

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve general education requirements.

OCCUPATIONAL THERAPY ASSISTANT (A45500)

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/ extended-care facilities, sheltered workshops, schools, home health programs, and community programs.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
BIO	168	Anatomy and Physiology I	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
	OR					
OST	137	Office Software Applications	2	2	0	3
OTA	110	Fundamentals of OT	2	3	0	3
OTA	120	OT Media I	1	3	0	2
OTA	130	Assessment Skills	2	3	0	3
OTA	140	Professional Skills I	0	3	0	1
OTA	150	Life Span Skills I	2	3	0	3
OTA	161	Fieldwork I-Placement 1	0	0	3	1
OTA	162	Fieldwork I-Placement 2	0	0	3	1
OTA	163	Fieldwork I-Placement 3	0	0	3	1
OTA	170	Physical Dysfunction	2	3	0	3
OTA	180	Psychosocial Dysfunction	2	3	0	3
OTA	220	OT Media II	1	6	0	3
OTA	240	Professional Skills II	0	3	0	1
OTA	250	Life Span Skills II	2	3	0	3
OTA	260	Fieldwork II-Placement 1	0	0	18	6
OTA	261	Fieldwork II-Placement 2	0	0	18	6
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		TOTAL				**56**

GENERAL EDUCATION COURSES						
BIO	169	Anatomy and Physiology II	3	3	0	4
COM	231	Public Speaking	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3
*		Communications Elective				3
	TOTAL					**19**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE						**76**

*Communications Elective:
ENG 112, ENG 113, ENG 114

Students enrolled full-time and making satisfactory progress should complete this program in six semesters. Additional time may be needed to complete general education requirements.

Initial enrollment is in the Spring semester. Students must complete Level II Fieldwork within 18 months following completion of academic preparation.

This Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

ACOTE
c/o Accreditation Department
American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200,
Bethesda, MD 20814-3449

OFFICE ADMINISTRATION (A25370)

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Pitt Community College offers two tracks (or areas of emphasis) within the Office Administration curriculum (1) Office Administration – General (A2537-GENL) or (2) Office Administration – Dental (A2537-DOA)

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ACC	111	Financial Accounting	3	0	0	3
	OR					
ACC	120	Principles of Financial Acct	3	2	0	4
BUS	121	Business Math	2	2	0	3
BUS	260	Business Communications	3	0	0	3
COE	112	Co-op Work Experience I	0	0	20	2
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry and Formatting	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	137	Office Software Applications	2	2	0	3
OST	138	Advanced Software Appl	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	2	2	0	3
OST	284	Emerging Technologies	1	2	0	2
OST	286	Professional Development	3	0	0	3
OST	289	Office Systems Management	2	2	0	3
*		Business Electives	3	0	0	2
		TOTAL				**41**

GENERAL EDUCATION COURSES						
ENG	111	Expository Writing	3	0	0	3
BIO	161	Introduction to Human Biology	3	0	0	3
	OR					
MAT	115	Mathematical Models	2	2	0	3
*		Communication Elective	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
*		Social/Behavioral Sciences Elective	3	0	0	3
		TOTAL				**15**
General Office Administration Focus						
Required						
BUS	151	People Skills	3	0	0	3
OST	153	Office Finance Solutions	1	2	0	2
OST	233	Office Publications Design	2	2	0	3
OST	236	Adv Word/Information Proc	2	2	0	3
Take one of the following courses:						
BUS	153	Human Resource Management	3	0	0	3
OST	140	Internet Comm/Research	1	2	0	2
SPA	110	Introduction to Spanish	2	0	0	2
		TOTAL				**13-14**
Dental Office Administration Focus						
Required						
OST	143	Dental Terminology	3	0	0	3
OST	147	Dental Billing and Coding	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
OST	245	Dental Office Management	2	2	0	3
OST	246	Dental Office Simulation	2	2	0	3
Take one of the following courses:						
OST	233	Office Publications Design	2	2	0	3
SPA	110	Introduction to Spanish	2	0	0	2
		TOTAL				**17-18**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE						**70/74**

* Recommended Electives

Business Electives:
ACC 140, BUS 110, BUS 115, BUS 135, BUS 137

Communication Electives:
COM 120, COM 231

Humanities/Fine Arts Electives:
HUM 115, HUM 120

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Please note, COE 112 will be offered Fall and Spring semesters only.

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT 070 or an appropriate math placement test score.

This program offers the following certificate and diploma options:

Diploma:

Office Administration 47 credits

Courses required in this diploma are; ENG 111, OST 136, OST 137, OST 164, OST 184 OST 289, ACC 111, BUS 121, BUS 260, OST 131,OST 134, OST 153, OST 233, OST 236, OST 286, and ACA 111. Courses in picklist are; COM 120 and COM 231.

Dental Office Administration 42 credits

Courses required in this diploma are; OST 136, OST 137. OST 164, OST 184, BUS 135, OST 131, OST 143, OST 147, OST 149, OST 245, OST 246, OST 286, and ACA 111. Courses in picklists are COM 120, COM 231, PSY 118, PSY 150, SOC 210, and SOC 213.

Certificates:

Computer Software Applications 14 credits

Data Entry Applications 14 credits

Basic Office Technology Skills 17 credits

Office Software Support 16 credits

Contact the program coordinator or department chair for specific requirements.

OFFICE ADMINISTRATION LEGAL (A2537A)

Legal is a concentration under the curriculum title of Office Administration. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
ACC	111	Financial Accounting	3	0	0	3
	OR					
ACC	120	Principles of Financial Acct	3	2	0	4
BUS	115	Business Law	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	260	Business Communications	3	0	0	3
COE	112	Co-op Work Experience I	0	0	20	2
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry and Formatting	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	137	Office Software Applications	2	2	0	3
OST	138	Advanced Software Appl	2	2	0	3
OST	153	Office Finance Solutions	1	2	0	2
OST	155	Legal Terminology	3	0	0	3
OST	156	Legal Office Procedures	2	2	0	3
OST	162	Executive Terminology	3	0	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	2	2	0	3
OST	236	Advanced Word and Information Processing	2	2	0	3
OST	252	Legal Transcription I	2	2	0	3
OST	286	Professional Development	3	0	0	3
OST	289	Office Systems Management	2	2	0	3
*		Business Electives	3	0	0	2
		TOTAL				**59**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
BIO 161	Introduction to Human Biology	3	0	0	3
OR					
MAT 115	Mathematical Models	2	2	0	3
*	Communication Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Science Elective	3	0	0	3
	TOTAL				**15**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**75**

* Recommended Electives

Business Electives:
ACC 140, BUS 110, BUS 137, BUS 151, BUS 153

Communication Electives:
COM 120, COM 231

Humanities/Fine Arts Electives:
HUM 115, HUM 120

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

Graduates of this program must demonstrate competence in math by completion of MAT 070 or an appropriate math placement test score.

The OA-Legal student must successfully complete OST 252 **and** either complete or be enrolled in OST 289 before taking COE 112.

This program offers the following certificate option:
Legal Office Certificate 17 credits
Contact the program coordinator or department chair for specific requirements.

Pitt Community College is the degree granting institution. Students must take the following courses online from Gaston College OST 155, OST 156, OST 162 and OST 252.

PARALEGAL TECHNOLOGY (A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 111	Financial Accounting	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research and Writing I	2	2	0	3
LEX 121	Legal Research and Writing II	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 150	Commercial Law	2	2	0	3
LEX 151	Commercial Law II	3	0	0	3
LEX 160	Criminal Law and Procedures	2	2	0	3
LEX 170	Administrative Law	2	0	0	2
LEX 210	Real Property I	3	0	0	3
LEX 211	Real Property II	1	4	0	3
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, and Trusts	2	2	0	3
LEX 260	Bankruptcy and Collections	3	0	0	3
LEX 280	Ethics and Professionalism	2	0	0	2
SPA 111	Elementary Spanish I	3	0	0	3
*	Other Major Elective	0/2	0/6	0/10	2
	TOTAL				**56**

GENERAL EDUCATION COURSES						
COM	120	Interpersonal Communication	3	0	0	3
	OR					
COM	231	Public Speaking	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
POL	120	American Government	3	0	0	3
	OR					
POL	130	State and Local Government	3	0	0	3
		TOTAL				**18**
FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE						**75**

Other Major Electives

*{COE 111 & COE 115}**or**{COE 111 & COE 121} **or** COE 112 **or** LEX 270 **or** OST 131 or OST 136 **or** OST 284

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers a *Paralegal Technology Diploma 40 credits*
Courses required in this diploma are; LEX 110, LEX 120, LEX 121, LEX 130, LEX 140, LEX 141, LEX 150, and LEX 280. Courses in picklists are; ENG 111, ENG 112, COM 231, MAT 115, HUM 115, POL 120, POL 130, ACC 111, CIS 110, COE 111, COE 112, LEX 151, LEX 160, LEX 170, LEX 210, LEX 211, LEX 240, LEX 250, LEX 260, OST 131, and OST 136.

Admission to this diploma is only open to students who hold a bachelor's degree from an accredited college or university. An official undergraduate transcript must be on file with the College's Office of Admissions and Records in order to register for an LEX course. This diploma is approved by the American Bar Association and the North Carolina State Bar. Contact the department chair for specific requirements.

This program is approved by the American Bar Association and the North Carolina State Bar.

POLYSOMNOGRAPHY (A45670)

The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders.

Students should acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep. Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed.

Graduates of accredited programs may be eligible to apply to take the examination offered by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CIS 110	Intro to Computers	2	2	0	3
ELC 111	Intro to Electricity	2	2	0	3
MED 118	Medical Law & Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 180	CPR Certification	0	2	0	1
PSG 110	Intro to Polysomnography	3	2	0	4
PSG 111	Neuro/Cardiopulmonary A&P	4	0	0	4
PSG 112	PSG Fundamentals	3	0	0	3
PSG 210	Polysomnography I	3	2	9	7
PSG 211	Polysomnography II	2	6	9	7
PSG 212	Infant/Pediatric PSG	3	2	0	4
PSG 213	Exam Review/Case Studies	0	3	0	1
PSG 214	PSG Clinical Apps I	0	2	0	1
PSG 215	PSG Clinical Apps II	0	2	0	1
*	Natural Science Elective				5/8
	TOTAL				**52/55**
GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communications	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**68/71**

*Natural Science Elective
BIO163 or (BIO 168 and BIO 169)

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

The Polysomnography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Committee on Accreditation for Polysomnographic Technologist Education (CoAPSG)

CAAHEP
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
Email: mail@caahep.org

CoAPSG
1711 Frank Avenue
New Bern, NC 28560
Phone: 252-626-3238
Email: office@coapsg.org

The medical director for this program is Daniel Lee, M.D.

POLYSOMNOGRAPHY (C45650)

The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders. *Individuals entering the certificate curriculum must possess a minimum of an associate degree in allied health.*

Students will acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep. Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed.

Graduates of accredited programs may be eligible to take the registry examination given by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
PSG 189	Polysomnography Transition	1	3	3	3
PSG 210	Polysomnography I	3	2	9	7
PSG 211	Polysomnography II	2	6	9	7
PSG 215	PSG Clinical Apps II	0	2	0	1
	TOTAL				**18**

Students making satisfactory progress should complete this program in three semesters.

The Polysomnography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Committee on Accreditation for Polysomnographic Technologist Education (CoAPSG)

CAAHEP
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
Email: mail@caahep.org

CoAPSG
1711 Frank Avenue
New Bern, NC 28560
Phone: 252-626-3238
Email: office@coapsg.org

The medical director for this program is Daniel Lee, M.D.

POSITRON EMISSION TOMOGRAPHY (D45820)

The Positron Emission Tomography curriculum prepares individuals, working in conjunction with PET Technologist, to perform related PET radiopharmacy, procedures, and safety.

Students will acquire the knowledge and skills necessary to perform PET studies, including the use of PET/CT and PET/CT fusion. Past, present and future PET issues and studies will also be discussed.

Graduates may be eligible to take the registry examination given by the Nuclear Medicine Technology Certification Board. Employment opportunities can be found in hospitals, freestanding PET centers and mobile PET companies.

Admission criteria include the completion of a diploma in Nuclear Medicine, Radiology or Radiation Therapy.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
PET	110	Introduction to PET	2	0	0	2
PET	112	PET Procedures	3	0	0	3
PET	125	PET Radiopharmaceuticals	3	0	0	3
PET	145	PET Physics	3	0	0	3
PET	210	PET Clinical I	0	0	21	7
PET	211	PET Clinical II	0	0	21	7
PET	218	PET Protection	3	0	0	3
PET	225	PET Instrumentation	2	2	0	3
PET	235	Cross Sectional Anatomy	3	0	0	3
PET	248	PET Topics	3	0	0	3
		TOTAL				**37**
GENERAL EDUCATION COURSES						
ENG	111	Expository Writing	3	0	0	3
*		Communications Elective	3	0	0	3
		TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA						**43**

* Recommended Communications Elective:
COM 120, COM 231

This program offers the following certificate option:
Positron Emission Tomography Certificate 15 credits
The Certificate does not have clinic involved in the program. Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete this program in 3 semesters. Additional time maybe needed to complete general education requirements.

RADIATION THERAPY TECHNOLOGY DIPLOMA (D45680)

The Radiation Therapy Diploma is designed to train students to work in conjunction with nurses, physicists, and physicians in the application of prescribed doses of ionizing radiation for the treatment of disease, primarily cancer.

Course work includes physics, anatomy and physiology, dosimetry, and clinical oncology. The student will be skilled in treatment management, administration of prescribed radiation treatment, and provision of patient support.

Graduates may be eligible to sit for the National Radiation Therapy Exam, given by the American Registry of Radiologic Technologists. Employment opportunities can be found in hospitals and freestanding cancer centers.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
RTT 121	Special Imaging	2	0	0	2
RTT 210	Radiobiology	2	0	0	2
RTT 220	Radiation Therapy Orientation	2	0	0	2
RTT 221	Clinical Oncology I	3	0	0	3
RTT 222	Clinical Oncology II	3	0	0	3
RTT 232	Radiation Therapy Procedures	2	0	0	2
RTT 233	Radiation Therapy Physics	2	0	0	2
RTT 234	Clinical Dosimetry	1	3	0	2
RTT 240	RTT Clinical Education III	0	0	18	6
RTT 241	RTT Clinical Education IV	0	0	21	7
RTT 246	RTT Clinical Education V	0	0	18	6
*	Computer elective				2
	TOTAL				**39**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
MAT 161	College Algebra	3	0	0	3
*	Communications Elective				3
	TOTAL				**9**
TOTAL CREDITS FOR DIPLOMA					**48**

* Computer electives:
CIS 110, CIS 111

* Communications Elective
ENG 112, ENG 113, ENG 114

This Radiation Therapy program is accredited by the:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Phone: 312-704-5300
Email: mail@jrcert.org

The medical advisor for this program is Ron Allison, M.D.

In order to apply:

1. Students must hold at least an Associates degree and be ARRT certified in Radiology or eligible to sit for the exam at the time of enrollment.

2. Students entering Radiation Therapy Diploma Program must hold a current CPR certification by the American Heart Association, healthcare provider.

Students enrolled full time and making satisfactory progress should complete their program in three semesters. Additional time maybe needed to complete general education requirements.

RADIOGRAPHY (A45700)

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CIS 111	Basic PC Literacy	1	2	0	2
RAD 110	Radiography Introduction and Patient Care	2	3	0	3
RAD 111	Radiographic Procedures I	3	3	0	4
RAD 112	Radiographic Procedures II	3	3	0	4
RAD 121	Radiographic Imaging I	2	3	0	3
RAD 122	Radiographic Imaging II	1	3	0	2
RAD 131	Radiographic Physics I	1	3	0	2
RAD 151	RAD Clinical Education I	0	0	6	2
RAD 161	RAD Clinical Education II	0	0	15	5
RAD 171	RAD Clinical Education III	0	0	12	4
RAD 211	Radiographic Procedures III	2	3	0	3
RAD 231	Radiographic Physics II	1	3	0	2
RAD 241	Radiobiology/Protection	2	0	0	2
RAD 245	Image Analysis	1	3	0	2
RAD 251	RAD Clinical Education IV	0	0	21	7
RAD 261	RAD Clinical Education V	0	0	21	7
RAD 271	Radiography Capstone	0	3	0	1
	TOTAL				**55**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communication Elective	3	0	0	3
*	Humanities Elective	3	0	0	3
*	Math Elective	3	0	0	3
*	Natural Science Elective				5/8
*	Social Behavioral Elective	3	0	0	3
	TOTAL				**20**

FOUNDATION COURSE					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**76**

Recommended Electives:

Communication Elective:
ENG 112, ENG 113, ENG 114

Humanities Elective:
HUM 115, PHI 240

Math Elective:
MAT 115, MAT 140, MAT 161

Natural Science Elective
BIO 163 or (BIO 168 and BIO 169)

Social Behavioral Elective:
PSY 150, SOC 210

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This Radiography program is accredited by the:

Joint Review Committee on Education in Radiologic Technology (JRCERT).
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
Phone: 312-704-5300
Email: mail@jrcert.org

In order to apply students must hold a current CPR Healthcare Provider Certification by the American Heart Association.

The medical advisor for this program is Rosemary Tulloh, M.D.

RESPIRATORY THERAPY (A45720)

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
RCP 110	Introduction to Respiratory Care	3	3	0	4
RCP 111	Therapeutics and Diagnostics	4	3	0	5
RCP 112	Patient Management	3	3	0	4
RCP 113	RCP Pharmacology	2	0	0	2
RCP 114	Cardiopulmonary Anatomy and Physiology	3	0	0	3
RCP 115	Cardiopulmonary Pathophysiology	2	0	0	2
RCP 122	Special Practice Lab	0	2	0	1
RCP 123	Special Practice Lab	0	3	0	1
RCP 134	RCP Clinical Practice I	0	0	12	4
RCP 143	RCP Clinical Practice II	0	0	9	3
RCP 155	RCP Clinical Practice III	0	0	15	5
RCP 210	Critical Care Concepts	3	3	0	4
RCP 211	Advanced Monitoring/Procedures	3	3	0	4
RCP 213	Neonatal/Ped's Concepts	2	0	0	2
RCP 215	Career Preparation-Advanced Level	0	3	0	1
RCP 222	Special Practice Lab	0	2	0	1
RCP 223	Special Practice Lab	0	3	0	1
RCP 238	RCP Clinical Practice IV	0	0	24	8
	TOTAL				**55**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
HUM 115	Critical Thinking	3	0	0	3
*	Communication Elective	3	0	0	3
*	Social Behavioral Elective	3	0	0	3
*	Natural Science Elective				5/8
	TOTAL				**20**

FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**76**

Recommended Electives:

Communication Elective:
COM 120, COM 231

Social Behavioral Elective:
PSY 150, SOC 210

Natural Science Elective:
BIO 163 or (BIO 168 and BIO 169)

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed complete general education requirements.

This Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

CoARC
1248 Harwood Road
Bedford, Texas 76021
Phone: 817-283-2835
Fax: 817-354-8519
Email: tom@coarc.com

The medical director for this program is Robert Shaw, M.D.

SIMULATION AND GAME DEVELOPMENT (A25450)

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, software engineering, database administration and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, database administrators, testers, quality assurance analysts, engineers and administrators in the entertainment industry, the health care industry, engineering, forensics, education, NASA and government agencies.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
SGD 114	3D Modeling	2	3	0	3
SGD 116	Graphic Design Tools	2	2	0	3
SGD 134	SG Quality Assurance	2	2	0	3
SGD 158	SGD Business Management	3	0	0	3
SGD 162	SG #D Animation	2	3	0	3
SGD 168	Mobile SG Programming I	2	3	0	3
SGD 172	Virtual SG Environments	2	3	0	3
SGD 174	SG Level Design	2	3	0	3
SGD 212	SGD Design II	2	3	0	3
SGD 213	SGD Programming II	2	3	0	3
SGD 214	3D Modeling II	2	3	0	3
SGD 274	SG Level Design II	2	3	0	3
SGD 289	SGD Project	2	3	0	3
	Focus Track				6
	TOTAL				54
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
COM 140	Intro Intercultural Com	3	0	0	3
MAT 161	College Algebra	3	0	0	3
*	Humanities Elective	3	0	0	3
*	Social Behavioral Elective	3	0	0	3
	TOTAL				15

FOUNDATION COURSES						
ACA	111	College Student Success	1	0	0	1
COE	110	World of Work	1	0	0	1
		TOTAL				2
TOTAL CREDITS FOR AAS DEGREE						**71**

Recommended Electives:

Humanities Elective:
ART 171, ENG 125, HUM 110, HUM 115, HUM 130, REL 110

Social Behavioral Elective:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

FOLLOW ONE FOCUS TRACK

Art Focus Track Take 6 credits						
ART	121	Two-dimensional Design	0	6	0	3
SGD	244	3D Modeling III	2	3	0	3
Design Focus Track Take 6 Credits						
CSC	134	C++ Programming	2	3	0	3
	OR					
CSC	151	Java Programming	2	3	0	3
SGD	285	SG Software Engineering	2	3	0	3

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

THERAPEUTIC MASSAGE (A45750)

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities include hospitals/rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/sports clubs, and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam or the National Certification for Therapeutic Massage and Bodywork.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 271	Pathophysiology	3	0	0	3
MED 120	Survey of Med Terminology	2	0	0	2
MED 180	CRP Certification	0	2	0	1
MTH 110	Fundamentals of Massage	6	9	3	10
MTH 120	Ther. Massage Applications	6	9	3	10
MTH 121	Clinical Supplement I	0	0	3	1
MTH 125	Ethics of Massage	2	0	0	2
MTH 130	Therapeutic Massage Mgmt	2	0	0	2
MTH 210	Adv Skills of Massage	4	9	3	8
MTH 220	Outcome-Based Massage	4	6	3	7
PED 110	Fit and Well for Life	1	0	0	2
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
	TOTAL				**51**
+MTH 180	Massage Bridging Course	2	3	3	3
#MTH 221	Clinical Supplement II	0	0	6	2
GENERAL EDUCATION COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
*	Humanities Elective	3	0	0	3
	TOTAL				**17**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **69**

*Recommended Electives

Humanities Elective
HUM 115, HUM 120, or PHI 240

+MTH 180 may only be taken by an LMBT in good standing with the NC Board of Massage and Bodywork Therapy. Successful completion of this transition course will permit the LMBT to progress directly to the second year of the therapeutic massage curriculum.

#MTH 221 is not a required course, but available to associate degree students who want experience in the healthcare setting. To enroll, students must complete an application process with the program coordinator by November 1.

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This program offers a diploma in Therapeutic Massage 48 credits
Courses required in this diploma are; ENG 111, BIO 163, MTH 110, MTH 120, MTH 125, MTH 130, MED 120, MTH 121, MTH 180, and ACA 111. Courses in picklist are; PSY 118 and PSY 150.
Contact the program coordinator or department chair for specific requirements.

THERAPEUTIC RECREATION ASSISTANT (A45770)

The therapeutic recreation assistant curriculum prepares individuals to plan, implement, and document therapeutic recreation interventions, according to national standards of practice. The curriculum emphasizes the use of recreation as treatment designed to (re)habilitate a client's level of functioning and independence.

Course work includes facilitating adaptive, inclusive and universal activities (ropes courses, creative arts, water sports, etc) and leading or co-leading recreational therapy sessions (social skills, team building, problem solving, leisure education etc.) for people with disabilities and their families.

Graduates should qualify for a LRTA license from the North Carolina Board for Recreational Therapy Licensure. Employment opportunities include group homes, retirement facilities, agencies serving people with developmental disabilities, psychiatric or mental health agencies, and other rehabilitation facilities.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES						
CIS	110	Introduction to Computing	2	2	0	3
MED	120	Survey of Med Terminology	2	0	0	2
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
TRE	110	Intro to Therapeutic Rec	3	0	0	3
TRE	111	Leisure Education	3	0	0	3
TRE	112	Inclusive Programming	3	0	0	3
TRE	120	Adapted Activities	1	2	0	2
TRE	121	Creative Expressive Arts I	1	2	0	2
TRE	170	Ther Rec Psych Lab	0	2	0	1
TRE	171	Social Skills Lab	0	2	0	1
TRE	172	Team Building Lab	0	4	0	2
TRE	173	Community Integration Lab	0	2	0	1
TRE	210	Th Rec Programming	3	0	0	3
TRE	211	Th Rec Professionalism	3	0	0	3
TRE	221	Behav Mgmt In Ther Rec	3	0	0	3
TRE	270	Ment Retard/Dev Dis Lab	0	2	0	1
TRE	271	Thera Rec Geriatrics Lab	0	2	0	1
TRE	282	TRE Intership III Supervs	1	0	0	1
TRE	288	TRE Intership III	0	0	24	8
*		Required Elective				3/4
		TOTAL				**52**

GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
BIO 163	Basic Anatomy & Physiology	4	2	0	5
PSY 150	General Psychology	3	0	0	3
	TOTAL				**17**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
OR					
ACA 122	College Transfer Success	1	0	0	1
	TOTAL				**1**
TOTAL CREDITS FOR AAS DEGREE					**70**

* Required Elective
GRO 120, SAB 110, SAB 135, TRE 122

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

WEB TECHNOLOGIES (A25290)

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Programming/Logic	2	3	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
SEC 110	Security Concepts	3	0	0	3
SGD 116	Graphic Design Tools	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 120	Intro to Internet Multimedia	2	2	0	3
WEB 125	Mobile Web Design	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 250	Database Driven Websites	2	2	0	3
WEB 289	Internet Technologies Project	1	4	0	3
*	Electives				6
	TOTAL				**51**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 213	Sociology of the Family	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1
COE	110	World of Work	1	0	0	1
						2

TOTAL CREDITS FOR AAS DEGREE **68**

* Electives (6 credits)
CSC 134, CSC 139, CSC 151, WEB 180

Students enrolled full-time and making satisfactory progress should complete this program in four semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following certificate option:
Web Design Certificate 18 credits
Contact the program coordinator or department chair for specific requirements.

WELDING TECHNOLOGY (A50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 111	Print Reading	1	2	0	2
BPR 121	Blueprint Reading: Mechanical	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
	Electives				20
	Mechanical Elective				2/3
	Safety Elective				2
	Welding Elective				4
	TOTAL				**52/54**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
*	Communications Elective	3	0	0	3
*	Mathematics Elective	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Electives	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
OR					
ACA 118	College Study Skills	1	2	0	2
					1/2

TOTAL CREDITS FOR AAS DEGREE **68/71**

* Recommended Electives

Electives:

BPM 110, COE 111, COE 112, COE 122, WLD 116, WLD 122, WLD 132, WLD 215, WLD 231, WLD 251, WLD 262, WLD 265

Mechanical Electives:

MEC 142, MEC 172, MEC 180

Safety Electives:

ISC 112, ISC 115

Welding Electives:

WLD 151, WLD 212, WLD 221

Communications Electives:

COM 120, COM 231, ENG 112, ENG 113, ENG 114

Mathematics Electives:

MAT 115, MAT 120, MAT 121, MAT 161

Humanities/Fine Arts Electives:

ART 111, DRA 111, DRA 112, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Sciences Electives:

ECO 251, PSY 118; PSY 150, SOC 210, SOC 213, HIS 111, HIS 112, HIS 115, HIS 121, HIS 131, HIS 132, HIS 221, GEO 111

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

This program offers the following diploma and certificate options:

DIPLOMA:

Basic Welding 40 credits

Courses required in this diploma are; WLD 110, WLD 115, WLD 121, WLD 131, WLD 141, and ACA 111. Courses in picklists are; MAT 101, MAT 115, ENG 102, ENG 111, BPR 111, BPR 121, WLD 151, WLD 212, WLD 221, WLD 116, WLD 122, COE 111, COE 112, and COE 122

CERTIFICATES:

Basic Welding 15 credits

SMAW (Stick) 13 credits

GMAW (MIG) 13 credits

Pipe Welding 16 credits

Welding BPR/Testing 18 credits

GTAW (TIG) 13 credits

Bio-Welding and Repair Certificate 12 credits

Contact the program coordinator or department chair for specific requirements.

UNIVERSITY TRANSFER

Associate in Arts (AA)
Associate in Fine Arts (AFA)
Associate in Science (AS)
Associate in General Education for University Transfer (AGE-UT)

Associate's Degree Programs:
The Associate in Arts (AA), Associate in Fine Arts (AFA), and Associate in Science (AS) degree programs are designed for the student who aspires to transfer to a four year college or university. The completion of the AA, AFA, or AS degree fulfills the freshman and sophomore requirements and allows the student to claim junior status at the receiving four year institution.

The AA, AFA, and AS follow the curriculum standards instituted by the state of North Carolina through the Comprehensive Articulation Agreement (CAA). The CAA was developed by the North Carolina Community College System and the University of North Carolina System in order to create a seamless transfer program within the North Carolina higher educational system. Courses in the programs of study are all approved transfer courses and will transfer between the state colleges without question.

Any student entering Pitt Community College is required to take placement tests for English, Math, and Computer Skills. Exemptions from the placement test can be met by: documentation of SAT or ACT scores indicating a 500 (SAT) or 20 (ACT) on the verbal portion for the English placement test; and 500 (SAT) 23 (ACT) on the Math portion for the Math and Computer Placement Tests. If the student has taken an Asset, Compass, Accuplacer/CPT test at another college within the last 3 years, the student may submit a copy of the English/Math scores. If a student has taken Computer Applications I and II in high school, these classes will be reflected on the high school transcript and exempt the student from the Computer Placement Test *(for a complete list of placement test exemptions, see the college handbook under Placement Testing).*

An intended transfer student who places into (ENG 095 or DRE 098) and (MAT 080 or DMA 060) or higher will be assigned to one of the two transfer programs: AA or AS. An intended transfer student who places into (ENG 085 or DRE 097) and (MAT 070 or DMA 050) or lower will be assigned to the Associate in General Education University Transfer Program (AGE-UT) until the development course work is completed.

NOTE: Transfer courses must receive a grade of C or better in order to be eligible for transfer acceptance. Students should be aware that many four year institutions prefer that the AA, AFA, or AS degree is completed and that the students have a 2.5 GPA or better.

Academic Advising: Advising is one of the most critical components for student success at Pitt Community College. In order to ensure students follow their intended degree curriculum appropriately and in a timely manner, Student Educational Planning (SEP) and regular contact with a faculty academic advisor is crucial. Students learn how to create their student educational plan in the ACA 111 (College Student Success) or ACA 122 (College Transfer Success) course taken within the first 12 hours at PCC.

All new University Transfer and Associate in General Education students are assigned to the Arts & Sciences' Student Success Center for advising to help them select courses, answer questions about their program of study, set academic goals, and ensure they are ready for registration (transfer students within 24+ credits from another institution are assigned directly to an individual advisor). After successful completion of ACA 111 or ACA 122 and achievement of a 2.0 or higher GPA, new students will be assigned an individual advisor.

Once assigned an advisor, University Transfer and Associate in General Education students should work with their advisor for appropriate course selection, degree completion, eligibility for and intended Health Sciences Program, or transferring to a college or university.

Associate in Arts (AA), Associate in Fine Arts (AFA), and Associate in Science (AS) Pre-Major Programs available through Pitt Community College include the following:

Pre-Major Program Title	Code	*Area of Interest	Code
Associate in Arts	A10100	Business Administration	BUSAD
		Criminal Justice	CJ
		Elementary Education	ELEM
		Middle Grades	MIDD
		Special Education	SPED
		Birth - Kindergarten	BKED
Associate in Fine Arts	A10200		
Associate in Science	A10400		
Associate in Science: Pre-Major Engineering	A1040D		

*Students in the Associate in Arts (AA) program **may** choose an "Area of Interest." More information on Areas of Interest and the recommended courses may be obtained from University Transfer Advisors in the Arts & Science Division.

ASSOCIATE IN GENERAL EDUCATION

The Associate in General Education program is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year AGE program provides students opportunities to study English, literature, fine arts, philosophy, social science, science and mathematics at the college level. All courses in the program are college-level courses. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

Students assigned to the AGE program may be in either one of two classifications:

AGE – Pre Health Sciences: Students intending to enter a limited enrollment health sciences program. These students will remain in AGE until they are admitted to their program of choice.

AGE University Transfer (AGE-UT): Students intending to transfer to a university. These students will remain in AGE until the necessary developmental course work is complete, and they are eligible to be in one of the three transfer programs (AA, AFA, AS).

ASSOCIATE IN GENERAL EDUCATION (A10300)

Course and Hour Requirements for the AGE Degree

The associate in General Education Program is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The **Two-Year program** provides students opportunities to study English, literature, fine arts, philosophy, social science, and mathematics at the college level. Although many of the courses are equivalent to college transfer courses, the program is **NOT** designed for college transfer.

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
English Composition		6	0	0	6
Humanities/Fine Arts		3	0	0	3
Social/Behavioral Sciences		3	0	0	3
Natural Sciences/Mathematics		3	0	0	3
Other Required Hours					48-49
FOUNDATION COURSES					
Choose one of the following courses					
ACA 111	College Student Success	1	0	0	1
ACA 118	College Study Skills	1	2	0	2
ACA 122	College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**64-65**

Recommended Courses:

English Composition *(Select 6 SHC):*
Required Course: ENG 111
Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts *(Select 3 SHC):*
Art (ART 111, ART 114, ART 115, ART 131, ART 132)
Drama (DRA 111, DRA 112, DRA 122)
Humanities (HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 140, HUM 160 HUM 161, HUM 211)
Literature (ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262)
Music (MUS 110, MUS 113, MUS 210)
Philosophy (PHI 210, PHI 240)
Religion (REL 110, REL 211, REL 212)
Speech/Communication (COM 110, COM 120, COM 140, COM 231)

Social/Behavioral Science *(Select 3 SHC):*
Economics (ECO 251, ECO 252)
Geography (GEO 110, GEO 111)
History (HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132)
Political Science (POL 120, POL 130)
Psychology (PSY 150, PSY 241, PSY 281)
Sociology (SOC 210, SOC 213, SOC 220)

Natural Sciences/Mathematics *(Select 3 SHC):*
Astronomy (AST 111, AST 111A)
Biology (BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, BIO 163, BIO 168, BIO 169, BIO 175, BIO 275)
Chemistry (CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152)
Computer Science (CIS 110, CIS 115)
Geology (GEL 120)
Mathematics (MAT 140, MAT 161, MAT 162, MAT 175, MAT 263, MAT 271, MAT 272, MAT 273)
Physics (PHY 110 and PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252)

Electives *(Select 48-49 SHC):*
ACC 120, ACC 121, ANT 210, ANT 220, ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 132, ART 135, ART 171, ART 235, ART 241, ART 245, ART 247, ART 252, ART 264, ART 265, ART 271, ART 275, ART 281, ASL 111, ASL 181, ASL 112, ASL 182, ASL 211, ASL 281, AST 111 and AST 111A, AST 151 and AST 151A, AST 152 and AST 152A, BIO 110, BIO 111, BIO 112, BIO 120, BIO 130, BIO 140, BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, BUS 151, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CIS 110, CIS 111, CIS 115, CJC 111, CJC 121, CJC 141, COM 110, COM 120, COM 140, COM 231, COM 232, CSC 134, CSC 151, DBA 110, DRA 111, DRA 112, DRA 122, DRA 124, DRA 130, DRA 131, DRA 136, DRA 230, DRA 231, ECO 251, ECO 252, EDU 216, ENG 125, ENG 126, ENG 131, ENG 134, ENG 135, ENG 231, ENG 232, ENG 233, ENG 235, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 271, ENG 272, ENG 273, FRE 111, FRE 112, FRE 161, FRE 181, FRE 182, FRE 211, FRE 212, GEL 113, GEL 120, GEL 230, GEO 110, GEO 111, GER 111, GER 112, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 162, HIS 221, HSC 110, HSE 215, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 140, HUM 160, HUM 161, HUM 211, MAT 110, MAT 115, MAT 140, MAT 155, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 272, MAT 273, MED 118, MED 120, MED 121, MED 122, MED 180, MED 232, MUS 110, MUS 111, MUS 113, MUS 133, MUS 134, MUS 141, MUS 142, OST 131, OST 136, OST 137, OST 148, OST 149, OST 164, OST 184, OST 281, OST 284, PED (any PED courses), PHI 210, PHI 240, PHS 130, PHS 140, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL 130, PSY 118, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 110, SPA 111, SPA 112, SPA 120, SPA 141, SPA 161, SPA 181, SPA 182, SPA 211, SPA 212

ASSOCIATE IN ARTS (A10100)

PRE-LIBERAL ARTS

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
English Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Social/Behavioral Sciences	12	0	0	12
Natural Sciences/Math	14	0	0	14
Electives	20	0	0	20
FOUNDATION COURSES				
ACA 122 College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

** CIS 110 or CIS 115 is required for graduation*

Recommended Courses:

English Composition *(Select 6 SHC):*

Required Course: ENG 111

Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts *(Select 12 SHC from 3 different prefix areas; one must be a literature):*

Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262

Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, ART 114, ART 115, ASL 111, ASL 112, ASL 211, COM 110, COM 120, COM 140, COM 231, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, GER 111, GER 112, MUS 110, MUS 113, MUS 210, SPA 111, SPA 112, SPA 211, SPA 212

Humanities (Select at least 3 SHC): HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 160, HUM 161, HUM 211, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences *(Select 8 SHC):*

AST 111 and AST 111A, AST 151 and AST 151A, AST 152 and AST 152A, BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, GEL 113, GEL 120, GEL 230, PHY 110 and PHY 110A, PHY 151, PHY 152

Mathematics/Quantitative *(Select 6 SHC):*

Required Course: CIS 110 or CIS 115

Mathematics (Select at least 3 SHC): MAT 140, MAT 161, MAT 175, MAT 175A

Social/Behavioral Science *(Select 12 SHC from three different prefix areas; one must be a history):*

History (Select at least 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Social Sciences: ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, POL 120

Behavioral Sciences: PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Electives *(Select 20 SHC):*

ACC 120, ACC 121, ANT 210, ANT 220, ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 132, ART 135, ART 171, ART 235, ART 240, ART 241, ART 245, ART 246, ART 247, ART 248, ART 251, ART 252, ART 260, ART 261, ART 262, ART 264, ART 265, ART 271, ART 275, ART 281, ART 282, ASL 111, ASL 181, ASL 112, ASL 182, ASL 211, ASL 281, AST 111 and AST 111A, AST 151 and AST 151A, AST 152 and AST 152A, AST 251, BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BIO 240, BIO 271, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, CIS 110, CIS 115, CJC 111, CJC 121, CJC 141, COM 110, COM 120, COM 140, COM 150, COM 231, COM 232, CSC 134, CSC 139, CSC 151, DRA 111, DRA 112, DRA 122, DRA 124. DRA 130, DRA 131, DRA 135, DRA 136, DRA 230, DRA 231, ECO 251, ECO 252, EDU 144, EDU 145, EDU 146, EDU 216, ENG 125, ENG 126, ENG 131, ENG 134, ENG 135, ENG 231, ENG 232, ENG 233, ENG 235, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 271, ENG 272, ENG 273, FRE 111, FRE 112, FRE 161, FRE 181, FRE 182, FRE 211, FRE 212, GEL 113, GEL 120, GEL 230, GEO 110, GEO 111, GER 111, GER 112, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 162, HIS 221, HUM 110, HUM 115, HUM 120, HUM 122 HUM 130, HUM 140, HUM 160, HUM 161, HUM 180, MAT 140, MAT 155, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285, MUS 110, MUS 111, MUS 113, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 151, MUS 152, MUS 231, MUS 232, MUS 237, MUS 238, PED (any PED courses), PHI 210, PHI 240, PHS 130, PHS 140, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL 130, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 141, SPA 161, SPA 181, SPA 182, SPA 211, SPA 212

Under the 2009 Birth to Kindergarten 2+2 agreement with ECU a maximum of 9 SHC from the following NON-transfer courses will be accepted as transfer credit EDU 119, EDU 131, EDU 153, EDU 261, EDU 262, EDU 280

Any student entering Pitt Community College must take the Placement Tests and place out of (ENG-085 or DRE-097) and (MAT-070 or DMA-040) in order to be eligible for the AA, or AS programs. Students who place into (ENG-085 or DRE-097) and (MAT-070 or DMA-040) or lower will be assigned to the Associate in General Education University Transfer Program until all developmental courses are completed. **Once all developmental courses are completed, the student will be reassigned to either the AA or AS Program.**

ASSOCIATE IN ARTS
44 SCH DIPLOMA (D10100)

AA General Education Core Diploma (D10100). The NCCCS adoption of the AA Diploma on October 1, 2006 encourages students to complete the 44 General Education Core credits prior to transferring to a college or university. Completion of the core diploma ensures students that the general education requirements for a Bachelor of Arts degree have been satisfied. Completion of the core diploma will also remove all MCR deficiency. Statistics indicate transfer students are much more successful at the university level if the core education courses are completed. The AA diploma also encourages community employment advancement by having core college courses completed in addition to a high school diploma.

GENERAL EDUCATION CORE (44 SHC)*

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

Students must earn a grade of C or better in all required courses to be awarded the AA diploma.

English Composition (6 SHC)

Humanities/Fine Arts (12 SHC**)
Four courses from at least **three** of the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. **At least one course must be a literature course.**

Social/Behavioral Sciences (12 SHC)
Four courses from at least **three** of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**

Natural Sciences/Mathematics (14 SHC)
Natural Sciences (8 SHC):
Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.
Mathematics (6 SHC):
At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics

ASSOCIATE IN FINE ARTS (A10200)

(emphasis on visual arts)

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
ENG 111		3	0	0	3
Composition					3
Humanities/Fine Arts					6
Social/Behavioral Sciences					9
Natural Sciences/Math					7
MAJOR COURSES					
ART 114	Art History	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 121	Two-Dimensional Design	3	0	0	3
ART 122	Three- Dimensional Design	3	0	0	3
ART 131	Drawing I	3	0	0	3
ART 214	Portfolio and Resume	0	2	0	1
Major electives					20
FOUNDATION COURSES					
ACA 122	College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AFA DEGREE					**65**

Recommended Courses:

Composition *(Select 6 SHC):*
Required Course: ENG 111
Composition: (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts *(Select 6 SHC One course must be from Literature):*
Literature (Select 3 SHC) ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
Humanities elective (Select 3 SHC) ASL 111, ASL 112, COM 110, COM 120, COM 140, COM 231, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, GER 111, GER 112, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 160, MUS 110, MUS 113, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111, SPA 112, SPA 211, SPA 212

Social/Behavioral Science *(Select 9 SHC):*

History (*Select 3 SHC*): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Social Science (Select 3 SHC): ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, POL 120

Behavioral Science (Select 3 SHC) PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Natural Sciences/Mathematics *(Select 7 SHC):*

Mathematics (*Select 3 credits*)

MAT 161, MAT 175 and MAT 175A

Natural Sciences *(Select 4 SHC)*

AST 111 and AST 111A, BIO 110 or BIO 111, BIO 112, BIO 120, BIO 130, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, GEL 120, GEL 230, PHY 110 and PHY 110A, PHY 151, PHY 152

Major Electives *(Select 17 SHC):*

ART 113, ART 116, ART 117, ART 132, ART 135, ART 171, ART 212, ART 213, ART 222, ART 223, ART 231, ART 232, ART 235, ART 240, ART 241, ART 242, ART 243, ART 244, ART 245, ART 246, ART 247, ART 248, ART 250, ART 251, ART 252, ART 260, ART 261, ART 262, ART 263, ART 264, ART 265, ART 266, ART 267, ART 271, ART 274, ART 275, ART 281, ART 282, ART 283, ART 284, ART 288, ART 289, ASL 181, ASL 182, CIS 110, HEA 110, PED 110, PED 111, PED 117, PED 118, PED 125, PED 130, PED 143, PED 150, PED 151

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Any student entering Pitt Community College must take the Placement Tests and place out of (ENG-085 or DRE-097) and (MAT-070 or DMA-040) in order to be eligible for the AA, or AS programs. Students who place into (ENG-085 or DRE-097) and (MAT-070 or DMA-040) or lower will be assigned to the Associate in General Education University Transfer Program until all developmental courses are completed. **Once all developmental courses are completed, the student will be reassigned to either the AA or AS Program.**

ASSOCIATE IN SCIENCE (A10400)
Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
English Composition	6	0	0	6
Humanities/Fine Arts	9	0	0	9
Social/Behavioral Science	9	0	0	9
Natural Sciences/Mathematics	21	0	0	21
Other Required Natural Science/Mathematics	14	0	0	14
Electives	5	0	0	5
FOUNDATION COURSES				
ACA 122 College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AS DEGREE	**65**	**0**	**0**	**65**

**CIS 110 or CIS 115 is required for graduation*

Recommended Courses:

English Composition *(Select 6 SHC):*

Required Course: ENG 111

Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts *(Select 9 SHC from 3 different prefix areas; one must be a literature):*

Literature (Select 3 SHC):

ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262

Fine Arts/Foreign Language (*Select at least 3 SHC*)

ART 111, ART 114, ART 115, ASL 111, ASL 112, ASL 211, COM 110, COM 120, COM 140, COM 231, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, GER 111, GER 112, MUS 110, MUS 113, MUS 210, SPA 111, SPA 112, SPA 211, SPA 212

Humanities (Select at least 3 SHC):

COM 110, COM 120, COM 140, COM 231, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 160, HUM 161, HUM 211, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Science *(Select 9 SHC from 3 different prefix areas; one must be a history):*

History (Select 3 SHC):

HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Select 6 SHC from two different prefix areas::

Social Sciences: ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, POL 120

Behavioral Sciences PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Natural Sciences/Mathematics *(Select 21 SHC total)*

Natural Sciences (8 SHC minimum. Select a two-course sequence from the following):

BIO 111 General Biology I (4 SHC) and BIO 112 General Biology II (4 SHC) *or*

CHM 151 General Chemistry I (4 SHC) and CHM 152 General Chemistry II (4 SHC) *or*

PHY 151 College Physics I (4 SHC) and PHY 152 College Physics II (4 SHC)

Mathematics (Select 7 SHC Take one set)

Set 1: CIS 110, MAT 175 and MAT 175A (required)

Set 2: CIS 115, MAT 175 and MAT 175A (required)

Natural Science/Mathematics (Select 6 Additional SHC):

BIO 111, BIO 112, BIO 120, BIO 130, CHM 151, CHM 152, CIS 110, CIS 115, GEL 120, GEL 230, MAT 155, MAT 271, MAT 272, MAT 273, PHY 151, PHY 152, PHY 251, PHY 252

Other Required Hours *(Select 19 SHC total)*

Natural Science/Mathematics *(Select a minimum of 14 SHC):*

BIO 111, BIO 112, BIO 120, BIO 130, CHM 151, CHM 152, CIS 110, CIS 115, GEL 120, GEL 230, MAT 155, MAT 271, MAT 272, MAT 273, PHY 151, PHY 152, PHY 251, PHY 252

Electives *(Select 5 SHC):*

ACC 120, ACC 121, ANT 210, ANT 220, ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 132, ART 135, ART171, ART 235, ART 240, ART 241, ART 245, ART 246, ART 247, ART 248, ART 251, ART 252, ART 260, ART 261, ART 262, ART 264, ART 265, ART 271, ART 275, ART 281,ART 282, ASL 111, ASL 112, ASL 181, ASL 182, ASL 211, ASL 281, AST 111 & AST 111A, AST 151 and AST 151A, AST 152 and AST 152A, AST 251, BIO 110, BIO 120, BIO 130, BIO 140 & BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BIO 240, BIO 271, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, CHM 131 & CHM 131A, CHM 132, CHM 251, CHM 252, CIS 115, CJC 111, CJC 121, CJC 141, COM 110, COM 120, COM 140, COM 150, COM 231, COM 232, CSC 134, CSC 139, CSC 151, DRA 111, DRA 112, DRA 122, DRA 124, DRA 130, DRA 131, DRA 135, DRA 136, DRA 230, DRA 231, ECO 251, ECO 252, EDU 216, EGR 150, ENG 125, ENG 126, ENG 131, ENG 134, ENG 135, ENG 231, ENG 232, ENG 233, ENG 235 ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 271, ENG 272, ENG 273, FRE 111, FRE 112, FRE 161, FRE 181, FRE 182, FRE 211, FRE 212, GEL 113, GEL 120, GEL 230, GEO 110, GEO 111, GER 111, GER 112, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 162, HIS 221, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 140, HUM 160, HUM 161, HUM 180, MAT 155, MAT 161, MAT 162, MAT 175, MAT 175A, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285, MUS 110, MUS 111, MUS 113, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 151, MUS 152, MUS 231, MUS 232, MUS 237, MUS 238, PED (any PED courses), PHI 210, PHI 240, PHS 130, PHS 140, POL 120, POL 130, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 141, SPA 161, SPA 181, SPA 182, SPA 211, SPA 212

Any student entering Pitt Community College must take the Placement Tests and place out of (ENG-085 or DRE-097) and (MAT-070 or DMA 040) in order to be eligible for the AA or AS programs. Students who place into (ENG-085 or DRE-097) and (MAT-070 or DMA 040) or lower will be assigned to the Associate in General Education University Transfer Program until all developmental courses are completed. **Once all developmental courses are completed, the student will be reassigned to either the AA or AS Program.**

ASSOCIATE IN SCIENCE
44 SCH DIPLOMA (D10400)

AS General Education Core Diploma (D10400). The NCCCS adoption of the AS Diploma on October 1, 2006 encourages students to complete the 44 General Education Core credits prior to transferring to a college or university. Completion of the core diploma ensures students that the general education requirements for a Bachelor of Science degree have been satisfied. Completion of the core diploma will also remove all MCR deficiency. Statistics indicate transfer students are much more successful at the university level if the core education courses are completed. The AS diploma also encourages community employment advancement by having core college courses completed in addition to a high school diploma.

GENERAL EDUCATION CORE (44 SHC)*
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

Students must earn a grade of C or better in all required courses to be awarded the AS diploma.

English Composition (6 SHC)

Humanities/Fine Arts (9 SHC**)
Three courses from at least **three** of the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. **At least one course must be a literature course.**

Social/Behavioral Sciences (9 SHC)
Three courses from at least **three** of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**

Natural Sciences/Mathematics (20 SHC)
Natural Sciences (8 SHC)*:*
Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.
Mathematics (12 SHC)*:*
At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics

ASSOCIATE IN SCIENCE (A1040D)
Pre-Major Engineering
Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
CHM 151	General Chemistry	3	3	0	4
MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4
PHY 251	General Physics I	3	3	0	4
PHY 252	General Physics II	3	3	0	4
Composition		3	0	0	3
Humanities/Fine Arts		9	0	0	9
Social/Behavioral Sciences		9	0	0	9
MAJOR COURSES					
MAT 273	Calculus III	3	2	0	4
CIS 115	Intro to Prog & Logic	2	3	0	3
Major Course Required Electives					7
Electives					6
FOUNDATION COURSES					
ACA 122	College Transfer Success	1	0	0	1
TOTAL CREDITS FOR AS DEGREE		**65**	**0**	**0**	**65**

**CIS 110 or CIS 115 is required for graduation*

Recommended Courses:

English Composition (*Select 6 SHC*):

Required Course: ENG 111

Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts *(Select 9 SHC from 3 different prefix areas; one must be a literature):*

Literature (Select 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262

Fine Arts/Foreign Language (*Select at least 3 SHC*): ART 111, ART 114, ART 115, ASL 111, ASL 112, ASL 211, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, FRE 211, FRE 212, GER 111, GER 112, MUS 110, MUS 113, MUS 210, SPA 111, SPA 112, SPA 211, SPA 212

Humanities (Select at least 3 SHC): COM 110, COM 120, COM 140, COM 231, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 160, HUM 161, HUM 211, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Science (*Select 9 SHC from 3 different prefix areas; one must be a history*)

History (Select 3 SHC): HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132

Social/Behavioral Sciences: (Select 6 SHC) ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Major Course Required Electives: (Select 7 SHC):

BIO 111, BIO 175, CHM 152, CHM 251, CSC 134, CSC 151, DFT 170, EGR 150, EGR 220, MAT 280, MAT 285

Electives (*Select 6 SHC*):

ACC 120, ACC 121, ANT 210, ANT 220, ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 132, ART 135, ART171, ART 235, ART 240, ART 241, ART 245, ART 246, ART 247, ART 248, ART 251, ART 252, ART 260, ART 261, ART 262, ART 264, ART 265, ART 271, ART 275, ART 281, ART 282, ASL 111, ASL 112, ASL 181, ASL 182, ASL 281, AST 111 & AST 111A, AST 151 and AST 151A, AST 152 and AST 152A, AST 251, BIO 110, BIO 140 & BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 175, BIO 271, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, CHM 131 & CHM 131A, CHM 132, CHM 251, CHM 252, CIS 110, CIS 115, CJC 111, CJC 121, CJC 141, COM 110, COM 120, COM 140, COM 150, COM 231, COM 232, CSC 134, CSC 139, CSC 151, DRA 111, DRA 112, DRA 122, DRA 124, DRA 130, DRA 131, DRA 135, DRA 136, DRA 230, DRA 231, ECO 251, ECO 252, EDU 216, EGR 150, EGR 220, EGR 225, ENG 125, ENG 126, ENG 131, ENG 134, ENG 135, ENG 231, ENG 232, ENG 233, ENG 235, ENG 241, ENG 242, ENG 243, ENG 253, ENG 261, ENG 262, ENG 271, ENG 272, ENG 273, FRE 111, FRE 112, FRE 161, FRE 181, FRE 182, FRE 211, FRE 212, GEL 113, GEL 120, GEL 230, GEO 110, GEO 111, GER 111, GER 112, HEA 110, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, HIS 145, HIS 162, HIS 221, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 140, HUM 160, HUM 161, HUM 180, MAT 155, MAT 161, MAT 162, MAT 175 and MAT 175A, MAT 263, MAT 280, MAT 285, MUS 110, MUS 111, MUS 113, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 151, MUS 152, MUS 231, MUS 232, MUS 237, MUS 238, PED (any PED courses), PHI 210, PHI 240, POL 120, POL 130, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 141, SPA 161, SPA 181, SPA 182, SPA 211, SPA 212

Any student entering Pitt Community College must take the Placement Tests and place out of (ENG-085 or DRE-097) and (MAT-070 or DMA 040) in order to be eligible for the AA, or AS programs. Students who place into (ENG-085 or DRE-097) and (MAT-070 or DMA 040) or lower will be assigned to the Associate in General Education University Transfer Program until all developmental courses are completed. **Once all developmental courses are completed, the student will be reassigned to either the AA or AS Program.**

DEVELOPMENTAL COURSES

Any student entering Pitt Community College is required to take placement tests for English, Math, and Computer Skills. Exemptions from the placement test can be met by: documentation of SAT or ACT scores indicating a 500 (SAT) or 20 (ACT) on the verbal portion for the English placement test; and 500 (SAT) 23 (ACT) on the Math portion for the Math and Computer Placement Tests. If the student has taken an Asset, Compass, Accuplacer/CPT test at another college within the last 3 years, the student may submit a copy of the English/Math scores. If a student has taken Computer Applications I and II in high school, these classes will be reflected on the high school transcript and exempt the student from the Computer Placement Test *(for a complete list of placement test exemptions, see the college handbook under Placement Testing).*

Students placing into (English 085 or DRE 097) and (MAT 070 or DMA 050) or lower will be assigned to the AGE-UT Program until all developmental courses are completed. Once all developmental courses are complete, the student will be reassigned to one of the three transfer programs.

DEVELOPMENTAL COURSES

If students, as a result of placement test, are found to be deficient in English, mathematics, computer, and science skills, they will be required to take the appropriate courses from the following lists.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
ACADEMIC RELATED					
ACA 090	Study Skills	3	0	0	3
BIOLOGY					
BIO 094	Concepts of Human Biology	3	2	0	4
CHEMISTRY					
CHM 094	Basic Biological Chemistry	3	2	0	4
INFORMATION SYSTEMS					
CIS 070	Fundamentals of Computing	0	2	0	1
ENGLISH					
DRE 096	Integrated Reading and Writing	2.50	1		3
DRE 097	Integrated Reading and Writing II	2.50	1		3
DRE 098	Integrated Reading and Writing III	2.50	1		3
MATHEMATICS					
DMA 010	Operations with Integers	0.75	0.5	0	1
DMA 020	Fractions and Decimals	0.75	0.5	0	1
DMA 030	Propor/Ratio/Rate/Percent	0.75	0.5	0	1
DMA 040	Express/Lin Equat/Inequal	0.75	0.5	0	1
DMA 050	Graphs/Equations of Lines	0.75	0.5	0	1
DMA 060	Polynomial/Quadratic Appl	0.75	0.5	0	1
DMA 070	Rational Express/Equation	0.75	0.5	0	1
DMA 080	Radical Express/Equations	0.75	0.5	0	1
DMS 003	Developmental Math Shell 3	2.25	1.5	0	3

NOTE: Developmental courses do not meet elective or graduation requirements.
A minimum grade of "C" in all developmental courses is required to advance to the next level.
Students requiring two or more developmental courses must also take ACA 090 - Study Skills.

COURSE PREFIX IDENTIFICATION

COURSE PREFIX IDENTIFICATION

DEPT	IDENTIFICATION	PAGE
ACA	ACADEMIC RELATED	297
ACC	ACCOUNTING	298
AHR	AIR CONDITIONING, HEATING, AND REFRIGERATION	300
ALT	ALTERNATIVE ENERGY TECHNOLOGY	304
ANT	ANTHROPOLOGY	304
ARC	ARCHITECTURE	305
ARS	AUTOMOTIVE RESTORATION	308
ART	ART	309
ASL	AMERICAN SIGN LANGUAGE	321
AST	ASTRONOMY	322
ATR	AUTOMATION TRAINING	324
AUC	AUTOMOTIVE CUSTOMIZATION	325
AUT	AUTOMOTIVE	325
BIO	BIOLOGY	330
BPM	BIOPROCESS MANUFACTURING TECHNOLOGY	336
BPR	BLUEPRINT READING	336
BTC	BIOTECHNOLOGY	337
BUS	BUSINESS	339
CAB	CABINETMAKING	344
CAR	CARPENTRY	345
CAT	COMPUTED TOMOGRAPHY	345
CET	COMPUTER ENGINEERING TECHNOLOGY	346
CHM	CHEMISTRY	347
CIS	INFORMATION SYSTEMS	350
CJC	CRIMINAL JUSTICE	352
COE	COOPERATIVE EDUCATION	358
COM	COMMUNICATION	360
COS	COSMETOLOGY	362
CSC	COMPUTER SCIENCE	364
CST	CONSTRUCTION	366
CTS	COMPUTER INFORMATION TECHNOLOGY	367
CVS	CARDIOVASCULAR SONOGRAPHY	369
DBA	DATABASE MANAGEMENT TECHNOLOGY	370
DFT	DRAFTING	371
DMA	DEVELOPMENTAL MATHEMATICS	372
DMS	DEVELOPMENTAL MATH SHELL	374
DOS	MEDICAL DOSIMETRY	374
DRA	DRAMA	377
DRE	DEVELOPMENTAL READING/ENGLISH	379
ECO	ECONOMICS	380
EDU	EDUCATION	380
EGR	ENGINEERING	388
ELC	ELECTRICITY	390
ELN	ELECTRONICS	394

ENG	ENGLISH	395
ETR	ENTREPRENEURSHIP	401
FRE	FRENCH	402
GEL	GEOLOGY	404
GEO	GEOGRAPHY	405
GER	GERMAN	405
GRD	GRAPHIC DESIGN	406
GRO	GERONTOLOGY	410
HBI	HEALTHCARE BUSINESS INFORMATICS	411
HEA	HEALTH	413
HIS	HISTORY	413
HIT	HEALTH INFORMATION TECHNOLOGY	415
HMT	HEALTHCARE MANAGEMENT	420
HOR	HORTICULTURE	422
HSC	HEALTH SCIENCES	424
HSE	HUMAN SERVICES	424
HUM	HUMANITIES	429
HYD	HYDRAULICS	432
INT	INTERNATIONAL BUSINESS	432
ISC	INDUSTRIAL SCIENCE	432
LEO	LASERS AND OPTICS	435
LEX	LEGAL EDUCATION	435
LSG	LANDSCAPE GARDENING	439
MAC	MACHINING	440
MAM	MAMMOGRAPHY	444
MAT	MATHEMATICS	445
MEC	MECHANICAL	451
MED	MEDICAL ASSISTING	453
MKT	MARKETING AND RETAILING	458
MNT	MAINTENANCE	460
MRI	MAGNETIC RESONANCE IMAGING	462
MTH	THERAPEUTIC MASSAGE	463
MUS	MUSIC	465
NET	NETWORKING TECHNOLOGY	469
NMT	NUCLEAR MEDICINE	471
NOS	NETWORKING OPERATING SYSTEMS	475
NUR	NURSING	476
OMT	OPERATIONS MANAGEMENT	478
OST	OFFICE SYSTEMS TECHNOLOGY	479
OTA	OCCUPATIONAL THERAPY ASSISTANT	485
PED	PHYSICAL EDUCATION	490
PET	POSITRON EMISSION TOMOGRAPHY	494
PHI	PHILOSOPHY	496
PHS	PHYSICAL SCIENCE	497
PHY	PHYSICS	498
PLU	PLUMBING	499
POL	POLITICAL SCIENCE	500
PSG	POLYSOMNOGRAHY	500

PSY PSYCHOLOGY 50
PTC PHARMACEUTICAL TECHNOLOGY 50
RAD RADIOGRAPHY 50
RCP RESPIRATORY CARE 50
REL RELIGION 51
RTT RADIATION THERAPY TECHNOLOGY 51
SAB SUBSTANCE ABUSE 51
SEC INFORMATION SYSTEMS SECURITY 51
SGD SIMULATION AND GAME DEVELOPMENT 52
SOC SOCIOLOGY 52
SON SONOGRAPHY 52
SPA SPANISH 52
SST SUSTAINABILITY TECHNOLOGIES 53
SWK SOCIAL WORK 53
TRE THERAPEUTIC RECREATION 53
TRF TURFGRASS MANAGEMENT 53
TRN TRANSPORTATION TECHNOLOGY 53
WEB WEB TECHNOLOGIES 53
WLD WELDING 54

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Comprehensive Articulation Agreement

Many of the courses described in this section include references to the Comprehensive Articulation Agreement (CAA). The Comprehensive Articulation Agreement was developed by the North Carolina Community College System and the University of North Carolina System to address the transfer needs of students between systems. All courses in this section with a statement about the CAA have been deemed transferable by the two systems. However, even for courses included in the CAA, most colleges and universities will accept for transfer only those courses with a grade of "C" or better.

In addition to the sixteen public universities of the University of North Carolina System, many of the private colleges and universities honor the conditions of the Comprehensive Articulation Agreement.

Writing Intensive Courses

Some courses in the College Transfer program are designated as "Writing Intensive Courses." The following description of writing intensive courses was adapted from *Writing Across the Curriculum Program Handbook* published by East Carolina University:

> Writing intensive courses emphasize academic writing, professional writing, writing-to-learn, a combination of writing approaches or collaborative assignments from faculty in different disciplines. A writing intensive course treats writing both as a tool for learning and a skill to be learned. Although a number of models exist for teachers to choose from, a writing intensive class will include a variety of writing assignments from the following list to total approximately 30-50 pages of student writing:
>
> - one long edited paper (12-15 pages) presented in drafts and two preparation papers
> - four or five shorter (4-5 pages) edited papers
> - journal assignments (30-50 pages) of unedited reflective writing
> - a series of informal writing-to-learn assignments

It is highly recommended that students successfully complete ENG 111 prior to enrollment in any Writing Intensive courses.

		Class	Lab	Clin/ WExp	Credit Hours

ACADEMIC RELATED

ACA 090 STUDY SKILLS 3 0 0 3
Prerequisites: None
Corequisites: None
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. At Pitt Community College this course is required of students who place into two developmental courses.

ACA 111 COLLEGE STUDENT SUCCESS 1 0 0 1
Prerequisites: None
Corequisites: None
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. (Not intended for College Transfer)

ACA 118 COLLEGE STUDY SKILLS 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.
There is a $7.50 lab fee for this course.

ACA 122 COLLEGE TRANSFER SUCCESS 1 0 0 1
Prerequisites: None
Corequisites: None
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (Intended for College Transfer)

		Class	Lab	Clin/ WExp	Credit Hours

ACCOUNTING

ACC 111 FINANCIAL ACCOUNTING 3 0 0 3
Prerequisites: None
Local Prereq: Have credit for all the following courses DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; OR
Have credit for one of the following courses MAT 070, MAT 080, MAT 115, MAT 155, MAT 161, or MAT 175
Corequisites: None
This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 120 PRINCIPLES OF FINANCIAL ACCT 3 2 0 4
Prerequisites None
Local Prereq: Have credit for all the following courses DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; OR
Have credit for one of the following courses MAT 070, MAT 080, MAT 090, MAT 115, MAT 155, MAT 161, MAT 171, or MAT 175; AND
Have credit for one of the following courses DRE 098, ENG 095 or ENG 111
Corequisites: None
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 121 PRINCIPLES OF MANAGERIAL ACCT 3 2 0 4
Prerequisites: ACC 120
Corequisites: None
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ACC 122 PRIN OF FINANCIAL ACCT II 3 0 0 3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: ACC 120
Corequisites: None
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 129	INDIVIDUAL INCOME TAXES	2	2	0	3

Prerequisites: None
Local Prereq: Have credit for all the following courses DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; OR
Have credit for one of the following courses MAT 070, MAT 080, MAT 090, MAT 115, MAT 155, MAT 161, MAT 171, or MAT 175; AND
Have credit for one of the following courses DRE 098, ENG 095 or ENG 111
Corequisites: None
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. *This course is also available through the Virtual Learning Community (VLC).*

ACC 140	PAYROLL ACCOUNTING	1	2	0	2

Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. *This course is also available through the Virtual Learning Community (VLC).*

ACC 150	ACCT SOFTWARE APPL	1	2	0	2

Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. *This course is also available through the Virtual Learning Community (VLC).*

ACC 220	INTERMEDIATE ACCOUNTING I	3	2	0	4

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: ACC 120
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. *This course is also available through the Virtual Learning Community (VLC).*

ACC 269 AUDITING & ASSURANCE SERVCS 3 0 0 3
Prerequisites: ACC 220
Corequisites: None
This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

AIR CONDITIONING, HEATING, AND REFRIGERATION

AHR 110 INTRO TO REFRIGERATION 2 6 0 5
Prerequisites: None
Corequisites: None
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.
There is a $22.50 lab fee for this course.

AHR 111 HVACR ELECTRICITY 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.
There is a $7.50 lab fee for this course.

AHR 112 HEATING TECHNOLOGY 2 4 0 4
Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.
There is a $15.00 lab fee for this course.

AHR 113	COMFORT COOLING	2	4	0	4

Prerequisites: None
Local Prereq AHR 110
Corequisites: None
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.
There is a $15.00 lab fee for this course.

AHR 114	HEAT PUMP TECHNOLOGY	2	4	0	4

Prerequisites: AHR 110 or AHR 113
Corequisites: None
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.
There is a $15.00 lab fee for this course.

AHR 115	REFRIGERATION SYSTEMS	1	3	0	2

Prerequisites: AHR 110
Corequisites: None
This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.
There is a $11.25 lab fee for this course.

AHR 130	HVAC CONTROLS	2	2	0	3

Prerequisites: Take one course: AHR 111 or ELC 111 or ELC 112
Corequisites: None
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.
There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
AHR 133	HVAC SERVICING	2	6	0	4

Prerequisites: None
Local Prereq: AHR 110
Corequisites: AHR 112 or AHR 113
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.
There is a $22.50 lab fee for this course.

AHR 140	ALL WEATHER SYSTEMS	1	3	0	2

Prerequisites: AHR 112 or AHR 113
Corequisites: None
This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.
There is a $11.25 lab fee for this course.

AHR 151	HVAC DUCT SYSTEMS I	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.
There is a $11.25 lab fee for this course.

AHR 160	REFRIGERANT CERTIFICATION	1	0	0	1

Prerequisites: None
Corequisites: None
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180	HVACR CUSTOMER RELATIONS	1	0	0	1

Prerequisites: None
Corequisites: None
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers

		Class	Lab	Clin/ WExp	Credit Hours

in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211	RESIDENTIAL SYSTEM DESIGN	2	2	0	3

Prerequisites: None
Local Prereq: DMA 010, DMA 020, and DMA 030
Corequisites: None
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.
There is a $7.50 lab fee for this course.

AHR 212	ADVANCED COMFORT SYSTEMS	2	6	0	4

Prerequisites: AHR 114
Corequisites: None
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.
There is a $22.50 lab fee for this course.

AHR 213	HVACR BUILDING CODE	1	2	0	2

Prerequisites: None
Corequisites: None
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

AHR 215	COMMERCIAL HVAC CONTROLS	1	3	0	2

Prerequisites: Take one course: AHR 111, ELC 111, or ELC 112
Corequisites: None
This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.
There is a $11.25 lab fee for this course.

AHR 240	HYDRONIC HEATING	1	3	0	2

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: AHR 112
Corequisites: None
This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.
There is a $11.25 lab fee for this course.

AHR 250	HVAC SYSTEM DIAGNOSTICS	0	4	0	2

Prerequisites: None
Corequisites: AHR 212
This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications..
There is a $15.00 lab fee for this course.

AHR 255	INDOOR AIR QUALITY	1	2	0	2

Prerequisites: None
Corequisites: None
This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.
There is a $7.50 lab fee for this course.

ALTERNATIVE ENERGY TECHNOLOGY

ALT 220	PHOTOVOLTAIC SYS TECH	2	3	0	3

Replaced by ELC 220

ANTHROPOLOGY

ANT 210	GENERAL ANTHROPOLOGY	3	0	0	3

Prerequisites: None
Local Prereq: DRE 098 or ENG 095
Corequisites: None
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics,

primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).*

ANT 220 CULTURAL ANTHROPOLOGY 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095
Corequisites: None
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ARCHITECTURE

ARC 111 INTRODUCTION TO ARCHITECTURAL TECHNOLOGY 1 6 0 3
Prerequisites: None
Corequisites: None
This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.
There is a $22.50 lab fee for this course.

ARC 112 CONSTRUCTION MATERIALS AND METHODS 3 2 0 4
Prerequisites: None
Corequisites: None
This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.
There is a $7.50 lab fee for this course.

ARC 113 RESIDENTIAL ARCHITECTURAL TECHNOLOGY 1 6 0 3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: ARC 111
Local Prereq: ARC 114
Corequisites: ARC 112
This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.
There is a $22.50 lab fee for this course.

ARC 114 ARCHITECTURAL CAD 1 3 0 2
Prerequisites: None
Corequisites: None
This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.
There is a $11.25 lab fee for this course.

ARC 119 STRUCTURAL DRAFTING 2 2 0 3
Prerequisites: ARC 113 and MAT 121
Corequisites: None
This course introduces basic concepts associated with sizing and detailing structural assemblies. Topics include vocabulary, span-to-depth ratios, code requirements, shop drawings, and other related topics. Upon completion, students should be able to perform simple calculations and prepare shop drawings and preliminary structural plans.
There is a $7.50 lab fee for this course.

ARC 131 BUILDING CODES 2 2 0 3
Prerequisites: ARC 112 or CAR 111
Corequisites: None
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing construction projects.
There is a $7.50 lab fee for this course.

ARC 211 LIGHT CONSTR TECHNOLOGY 1 6 0 3
Prerequisites: ARC 111
Local Prereq: ARC 113 and ARC 131
Corequisites: ARC 112
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.
There is a $22.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
ARC 213	DESIGN PROJECT	2	6	0	4

Prerequisites: ARC 111, ARC 112 and ARC 114
Local Prereq: ARC 113
Corequisites: None
This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.
There is a $22.50 lab fee for this course.

ARC 221	ARCHITECTURAL 3-D CAD	1	4	0	3

Prerequisites: ARC 114
Local Prereq: ARC 111, ARC 112, and ARC 113
Corequisites: None
This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings.
There is a $15.00 lab fee for this course.

ARC 230	ENVIRONMENTAL SYSTEMS	3	3	0	4

Prerequisites: ARC 111 and MAT 121, MAT 151, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.
There is a $11.25 lab fee for this course.

ARC 231	ARCH PRESENTATIONS	2	4	0	4

Prerequisites: ARC 111
Local Prereq: ARC 264
Corequisites: None
This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.
There is a $15.00 lab fee for this course.

ARC 235	ARCHITECTURAL PORTFOLIO	2	3	0	3

Prerequisites: None
Local Prereq: ARC 231
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.
There is a $11.25 lab fee for this course.

ARC 240	SITE PLANNING	2	2	0	3

Prerequisites: ARC 111 or LAR 111
Corequisites: None
This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.
There is a $7.50 lab fee for this course.

ARC 264	DIGITAL ARCHITECTURE	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.
There is a $11.25 lab fee for this course.

AUTOMOTIVE RESTORATION

ARS 115	RESTORATION SKILLS II	2	4	0	4

Prerequisites: None
Corequisites: None
This course covers advanced mechanical, electrical, and upholstery restoration. Emphasis is placed on advanced techniques applied to engines, transmissions, brakes, starters, generators, distributors, and replacement or fabrication of upholstery. Upon completion, students should be able to apply advanced techniques to restore, rebuild, or replace specific components of a wide range of classic vehicles.

ARS 117	AUTOMOTIVE ENGINES	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers the repair, rebuilding, and troubleshooting of internal combustion engines. Emphasis is placed on use of tools and equipment to measure reconditioning tolerances of the internal combustion engine. Upon completion, students should be able to disassemble, repair and/or replace, and reassemble an internal combustion engine.

		Class	Lab	Clin/ WExp	Credit Hours
ARS 131	CHASSIS AND DRIVE TRAINS	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces principles of operation of automotive drive trains, perimeter/ ladder/ full-framed vehicles, and related restoration processes. Emphasis is placed on the technology related to restoration of manual and automatic transmissions, transaxles, and final drive components used on vehicles. Upon completion, students should be able to describe, diagnose, and determine needed service and repairs in the vehicle restoration industry

ART

ART 111	ART APPRECIATION	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 113	ART METHODS AND MATERIALS	2	2	0	3

Prerequisites: None
Corequisites: None
This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

ART 114	ART HISTORY SURVEY I	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ART 115	ART HISTORY SURVEY II	3	0	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ART 116 SURVEY OF AMERICAN ART 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 117 NON-WESTERN ART HISTORY 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 121 TWO-DIMENSIONAL DESIGN 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 122 THREE-DIMENSIONAL DESIGN 0 6 0 3
Prerequisites: None
Local Prereq: ART 121

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 131 DRAWING I 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 132 DRAWING II 0 6 0 3
Prerequisites: ART 131
Corequisites: None
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ART 135 FIGURE DRAWING I 0 6 0 3
Prerequisites: ART 131
Corequisites: None
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

ART 171 COMPUTER ART I 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and

		Class	Lab	Clin/ WExp	Credit Hours

output images. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 212 GALLERY ASSISTANTSHIP I 0 2 0 1
Prerequisites: None
Corequisites: None
This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 213 GALLERY ASSISTANTSHIP II 0 2 0 1
Prerequisites: ART 212
Corequisites: None
This course provides additional experience in display techniques. Emphasis is placed on preparation of artwork for exhibition, alternative methods of installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate independent decision-making and exhibition expertise. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 214 PORTFOLIO AND RÉSUMÉ 0 2 0 1
Prerequisites: None
Corequisites: None
This course covers résumé writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to résumé writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective résumé. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

ART 222 WOOD DESIGN I 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools. Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours

There is a $22.50 lab fee for this course.

ART 223 WOOD DESIGN II 0 6 0 3
Prerequisites: ART 222
Corequisites: None
This course provides a continuation of the skills and techniques used in ART 222. Emphasis is placed on woodcarving and other processes. Upon completion, students should be able to use original designs in the creation of functional and sculptural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 231 PRINTMAKING I 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 232 PRINTMAKING II 0 6 0 3
Prerequisites: ART 231
Corequisites: None
This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 235 FIGURE DRAWING II 0 6 0 3
Prerequisites: ART 135
Corequisites: None
This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 240 PAINTING I 0 6 0 3
Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 241	PAINTING II	0	6	0	3

Prerequisites: ART 240
Corequisites: None
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 242	LANDSCAPE PAINTING	0	6	0	3

Prerequisites: ART 240
Corequisites: None
This course introduces and practices the skills and techniques of open-air painting. Emphasis is placed on techniques of painting summer foliage, skies, and mountains, and the elements of aerial perspective. Upon completion, students should be able to complete an open-air landscape painting employing brush, knife, scumbling, and glazing techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 243	PORTRAIT PAINTING	0	6	0	3

Prerequisites: ART 240
Corequisites: None
This course covers the portrait as subject matter by use of live models. Topics include composition, color mixing, and the history of portraiture. Upon completion, students should be able to demonstrate competence in the traditional approach to portrait painting. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 244	WATERCOLOR	0	6	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 245	METALS I	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 246	METALS II	0	6	0	3

Prerequisites: ART 245
Corequisites: None
This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 247	JEWELRY I	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 248	JEWELRY II	0	6	0	3

Prerequisites: ART 247
Corequisites: None
This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting,

		Class	Lab	Clin/ WExp	Credit Hours

cloisonné, and plique-a-jour. Upon completion, students should be able to create jewelry which demonstrates originality. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 250 SURFACE DESIGN: TEXTILES 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic principles and elements of art as applied to textile surfaces. Emphasis is placed on direct, top-dyed processes that utilize both synthetic and natural dyes, and techniques such as batiking, stenciling, and stamping. Upon completion, students should be able to demonstrate a basic understanding of appropriate materials and techniques as they apply to original design on a variety of textile surfaces. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 251 WEAVING I 0 6 0 3
Prerequisites: None
Corequisites: None
This course provides a basic understanding of the design and production of constructed textiles. Emphasis is placed on traditional weaving techniques. Upon completion, students should be able to warp and dress the loom and use appropriate techniques for the creation of unique woven fabrics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 252 WEAVING II 0 6 0 3
Prerequisites: ART 251
Corequisites: None
This course furthers an exploration of creative design as it relates to manipulated fiber construction. Emphasis is placed on traditional and experimental methods. Upon completion, students should be able to create fiber constructions that utilize appropriate techniques for individual expressive designs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 260 PHOTOGRAPHY APPRECIATION 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon

		Class	Lab	Clin/ WExp	Credit Hours

completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 261 PHOTOGRAPHY I 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 262 PHOTOGRAPHY II 0 6 0 3
Prerequisites: ART 261
Corequisites: None
This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 263 COLOR PHOTOGRAPHY 0 6 0 3
Prerequisites: ART 262
Corequisites: None
This course provides an introduction to the procedures and processes involved in color photography. Emphasis is placed on the study of light, filtration, exposure, and films along with the processing and printing of color negative materials. Upon completion, students should be able to demonstrate an understanding of color principles, theories, and processes by using them creatively in the production of color prints. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 264 DIGITAL PHOTOGRAPHY I 1 4 0 3
Prerequisites: None
Corequisites: None
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally

		Class	Lab	Clin/ WExp	Credit Hours

manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $15.00 lab fee for this course.

ART 265	DIGITAL PHOTOGRAPHY II	1	4	0	3

Prerequisites: ART 264
Corequisites: None
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $15.00 lab fee for this course.

ART 266	VIDEOGRAPHY I	0	6	0	3

Prerequisites: None
Corequisites: None
This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 267	VIDEOGRAPHY II	0	6	0	3

Prerequisites: ART 266
Corequisites: None
This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 271	COMPUTER ART II	0	6	0	3

Prerequisites: ART 171
Corequisites: None
This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal

		Class	Lab	Clin/ WExp	Credit Hours

vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 274 LETTERING DESIGN 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces a variety of lettering forms and covers the manual development of these forms using a variety of materials. Emphasis is placed on developing correct size, design, weight, and proportion in a variety of type styles. Upon completion, students should be able to demonstrate competence in the rendering of various lettering styles, and their application in effective graphic design. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 275 INTRO TO COMMERCIAL ART 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces the materials and techniques used in creative layout design for publication. Emphasis is placed on design for advertising in a variety of techniques and media including computer graphics. Upon completion, students should be able to demonstrate competence in manual camera-ready layout design and computer graphics literacy. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 281 SCULPTURE I 0 6 0 3
Prerequisites: None
Corequisites: None
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 282 SCULPTURE II 0 6 0 3
Prerequisites: ART 281
Corequisites: None
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved to satisfy the*

		Class	Lab	Clin/ WExp	Credit Hours

Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.
There is a $22.50 lab fee for this course.

ART 283 CERAMICS I 0 6 0 3
Prerequisites: None
Corequisites: None
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 284 CERAMICS II 0 6 0 3
Prerequisites: ART 283
Corequisites: None
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 288 STUDIO 0 6 0 3
Prerequisites: None
Corequisites: None
This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

ART 289 MUSEUM STUDY 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces research methods in the museum setting. Emphasis is placed on the chronology, styles, periods, context, and meaning in art. Upon completion, students should be able to demonstrate the advantage of first-hand and on-site research. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours

AMERICAN SIGN LANGUAGE

ASL 111 ELEMENTARY ASL I 3 0 0 3
Prerequisites: None
Corequisites: None
Local Coreq: ASL 181
This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.*

ASL 112 ELEMENTARY ASL II 3 0 0 3
Prerequisites: ASL 111
Corequisites: None
Local Coreq: ASL 182
This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.*

ASL 181 ASL LAB 1 0 2 0 1
Prerequisites: None
Corequisites: None
Local Coreq: ASL 111
This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

ASL 182 ASL LAB 2 0 2 0 1
Prerequisites: ASL 181
Corequisites: None
Local Coreq: ASL 112

		Class	Lab	Clin/ WExp	Credit Hours

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

ASL 211	INTERMEDIATE ASL I	3	0	0	3

Prerequisites: ASL 112
Corequisites: None
Local Coreq: ASL 281
This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. *This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.*

ASL 281	ASL LAB 3	0	2	0	1

Prerequisites: ASL 182
Corequisites: None
Local Coreq: ASL 211
This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills through the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

ASTRONOMY

AST 111	DESCRIPTIVE ASTRONOMY	3	0	0	3

Prerequisites: None
Local Prereq: DRE 097 or ENG 095 or appropriate placement test score
Corequisites: None
Local Coreq: AST 111A
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon

		Class	Lab	Clin/ WExp	Credit Hours

completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 111A DESCRIPTIVE ASTRONOMY LAB 0 2 0 1
Prerequisites: None
Local Prereq: DRE 097 or ENG 095 or appropriate placement test score
Corequisites: AST 111
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

AST 151 GENERAL ASTRONOMY I 3 0 0 3
Prerequisites: None
Corequisites: None
Local Coreq: AST 151A
This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science.*

AST 151A GENERAL ASTRONOMY I LAB 0 2 0 1
Prerequisites: None
Corequisites: AST 151
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science.*
There is a $7.50 lab fee for this course.

AST 152 GENERAL ASTRONOMY II 3 0 0 3
Prerequisites: AST 151
Corequisites: None
Local Coreq: AST 152A
This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working

		Class	Lab	Clin/ WExp	Credit Hours

knowledge of astronomy. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science.*

AST 152A	GENERAL ASTRONOMY II LAB	0	2	0	1

Prerequisites: AST 151
Corequisites: AST 152
The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science.*
There is a $7.50 lab fee for this course.

AST 251	OBSERVATIONAL ASTRONOMY	1	3	0	2

Prerequisites: AST 111 or AST 152
Corequisites: None
This course covers the operation of the telescope and related observatory equipment. Emphasis is placed on the use of the telescope and related observatory equipment, including techniques of data collection, measurements, and data analysis. Upon completion, students should be able to set up a telescope and use the coordinate system to locate objects, collect data, and make measurements with the telescope. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

AUTOMATION TRAINING

ATR 215	SENSORS AND TRANSDUCERS	2	3	0	3

Prerequisites: None
Corequisites: None
This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system.

ATR 218	WORK CELL INTEGRATION	2	3	0	3

Prerequisites: None
Local Prereq; ELC 128
Corequisites: None
This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxes, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install,

		Class	Lab	Clin/ WExp	Credit Hours

program, and troubleshoot an automated manufacturing cell and its associated data communications systems.
There is a $11.25 lab fee for this course.

ATR 281	AUTOMATED MANUFACTURING	3	2	0	4

Prerequisites: None
Corequisites: None
This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.
There is a $7.50 lab fee for this course.

AUTOMOTIVE CUSTOMIZATION

AUC 112	AUTO CUSTOM FABRICATION	2	4	0	4

Prerequisites: None
Corequisites: None
This course covers modifications of existing vehicle components, as well as fabrication of new vehicle components. Emphasis is placed on basic customizing techniques used on factory original parts, as well as fabrication of custom components using machining processes and customizing techniques. Upon completion, students should be able to modify existing factory components and create custom-fabricated components using auto customizing techniques.

AUC 116	CUSTOM MOBILE ELECTRONICS	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers custom after-market electronics selection, installation, diagnosis and repair. Emphasis is placed on selection and installation of mobile audio-visual components. Upon completion, students should be able to select, construct, and install custom mobile electronic components.

AUTOMOTIVE

AUT 110	INTRO TO AUTO TECHNOLOGY	2	2	0	3

Replace with TRN 110

AUT 113	AUTOMOTIVE SERVICING 1	0	6	0	2

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 116	ENGINE REPAIR	2	3	0	3

Prerequisites: None
Corequisites: None
Local Coreq: AUT 116A
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A	ENGINE REPAIR LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 116
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 123	POWERTRAIN DIAGN & SERV	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers the diagnosis, repair and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.

AUT 141	SUSPENSION & STEERING SYS	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and

		Class	Lab	Clin/ WExp	Credit Hours

suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A SUSPENSION & STEERING LAB 0 3 0 1
Prerequisites: None
Corequisites: AUT 141
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 BRAKE SYSTEMS 2 3 0 3
Prerequisites: None
Corequisites: None
Local Coreq: AUT 151A
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151A BRAKES SYSTEMS LAB 0 3 0 1
Prerequisites: None
Corequisites: AUT 151
Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 161 BASIC AUTO ELECTRICITY 4 3 0 5
Replace with TRN 120

AUT 163 ADV AUTO ELECTRICITY 2 3 0 3
Prerequisites: TRN 120
Corequisites: None
Local Coreq: AUT 163A
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 163A ADV AUTO ELECTRICITY LAB 0 3 0 1

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: AUT 163
Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 171	AUTO CLIMATE CONTROL	2	4	0	4

Replace with TRN 140 and TRN 140A

AUT 181	ENGINE PERFORMANCE 1	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 181A	ENGINE PERFORMANCE 1 LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 181
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

AUT 183	ENGINE PERFORMANCE 2	2	6	0	4

Prerequisites: AUT 181
Corequisites: None
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 186	PC SKILLS FOR AUTO TECHS	2	2	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Replace with TRN 170

AUT 213	AUTOMOTIVE SERVICING 2	1	3	0	2

Prerequisites: None
Corequisites: None
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 221	AUTO TRANSM/TRANSAXLES	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT 221A	AUTO TRANSM/TRANSAX LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 221
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

AUT 231	MAN TRANS/AXLES/DRTRAINS	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

AUT 231A	MAN TRANS/AX/DRTRAINS LAB	0	3	0	1

Prerequisites: None
Corequisites: AUT 231
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 281	ADV ENGINE PERFORMANCE	2	2	0	3

Prerequisites: None
Local Prereq: AUT 181
Corequisites: None
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

AUT 283	ADV AUTO ELECTRONICS	2	2	0	3

Replace with TRN 145

AUT 285	INTRO TO ALTERNATIVE FUELS	2	2	0	3

Replace with TRN 130

BIOLOGY

Enrollment in any biology course more than two times requires the written permission of the Science Department chair.

For all biology courses, local prerequisites and local corequisites take precedent over state pre and co requisites.

BIO 094	CONCEPTS OF HUMAN BIOLOGY	3	2	0	4

Prerequisites: None
Local Prereq: Have credit for one of the following courses; DRE 098, ENG 095, ENG 111, ENG 112, ENG 113, or ENG 114
Corequisites: ENG 095 or RED 090
Local Coreq: DMA 010, DMA 020, DMA 030, and DMA 040 or appropriate placement test score
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.
There is an $7.50 lab fee for this course.

BIO 110	PRINCIPLES OF BIOLOGY	3	3	0	4

Prerequisites: None
Local Prereq: Have credit for one of the following courses; DRE 098, ENG 095, ENG 111, ENG 112, ENG 113, or ENG 114; AND
Have credit for all the following courses DMA 010, DMA 020, DMA 030, and DMA 040; OR

		Class	Lab	Clin/ WExp	Credit Hours
	Have credit for MAT 070 OR Appropriate placement test score				
Corequisites:	None				

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is an $11.25 lab fee for this course.

BIO 111	GENERAL BIOLOGY I	3	3	0	4
Prerequisites:	None				
Local Prereq:	Have credit for one of the following courses; DRE 098, ENG 095, ENG 111, ENG 112, ENG 113, or ENG 114; AND Have credit for all the following courses DMA 010, DMA 020, DMA 030, and DMA 040; OR Have credit for MAT 070 OR Appropriate placement test score				
Corequisites:	None				

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics and has been approved for the Biology pre-major agreement. Students may not receive science credit for this course and BIO 110.*
There is an $11.25 lab fee for this course.

BIO 112	GENERAL BIOLOGY II	3	3	0	4
Prerequisites:	BIO 111				
Local Prereq:	BIO 111 with a grade of C or better				
Corequisites:	None				

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organism and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics and has been approved for the Biology pre-major agreement. Students may not receive science credit for this course and BIO 110.*
There is an $11.25 lab fee for this course.

BIO 120	INTRODUCTORY BOTANY	3	3	0	4

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is an $11.25 lab fee for this course.

BIO 130	INTRODUCTORY ZOOLOGY	3	3	0	4

Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics and has been approved for the Biology pre-major agreement.*
There is an $11.25 lab fee for this course.

BIO 140	ENVIRONMENTAL BIOLOGY	3	0	0	3

Prerequisites: None
Local Prereq: Have credit for one of the following courses; DRE 098, ENG 095, ENG 111, ENG 112, ENG 113, or ENG 114
Have credit for all the following courses DMA 010, DMA 020, DMA 030, and DMA 040; OR
Have credit for MAT 070 OR
Appropriate placement test score
Corequisites: None
Local Coreq: BIO 140A
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC.) At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140.*

BIO 140A	ENVIRONMENTAL BIOLOGY LAB	0	3	0	1

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: Have credit for one of the following courses; DRE 098, ENG 095, ENG 111, ENG 112, ENG 113, or ENG 114
Have credit for all the following courses DMA 010, DMA 020, DMA 030, and DMA 040; OR
Have credit for MAT 070 OR
Appropriate placement test score
Corequisites: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140.*
There is an $11.25 lab fee for this course.

BIO 155	NUTRITION	3	0	0	3

Prerequisites: None
Local Prereq: Take one course: BIO 110, BIO 111, BIO 163 OR BIO 168 with a grade of C or better within the past five years.
Corequisites: None
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 161	INTRODUCTION TO HUMAN BIOLOGY	3	0	0	3

Prerequisites: None
Local Prereq: Have credit for one of the following courses; DRE 098, ENG 095, ENG 111, ENG 112, ENG 113, or ENG 114 or appropriate placement test score
Corequisites: None
This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

BIO 163	BASIC ANATOMY AND PHYSIOLOGY	4	2	0	5

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: (1) Placement into ENG 111 and DMA 050 or MAT 080 OR
(2) Credit for BIO 094 AND
Credit for DRE 098 or ENG 095; AND
Credit for MAT 070 or all the following courses DMA 010, DNA 020, DMA 030, and DMA 040
Corequisites: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

BIO 168 ANATOMY AND PHYSIOLOGY I 3 3 0 4
Prerequisites: None
Local Prereq: (1) Placement into ENG 111 and DMA 050 or MAT 080; OR
(2) Credit for BIO 094 AND
Credit for DRE 098 or ENG 095; AND
Credit for MAT 070 or all the following courses DMA 010, DMA 020, DMA 030, and DMA 040
Corequisites: None
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

BIO 169 ANATOMY AND PHYSIOLOGY II 3 3 0 4
Prerequisites: BIO 168
Local Prereq: BIO 168 with a grade of "C" or better
Corequisites: None
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
BIO 175	GENERAL MICROBIOLOGY	2	2	0	3

Prerequisites: Take one course: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
Local Prereq: BIO 110 with a grade of C or better, or BIO 163 with a grade of C or better, BIO 166 with a grade of C or better or BIO 169 with a grade of C or better
Corequisites: None
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

BIO 240	WASTE MANAGEMENT	3	0	0	3

Prerequisites: Take BIO 110 or BIO 111 or (BIO 140/140A)
Corequisites: None
This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 271	PATHOPHYSIOLOGY	3	0	0	3

Prerequisites: Take one course: BIO 163, BIO 166, or BIO 169
Local Prereq: BIO 163 with a grade of C or better, or BIO 166 with a grade of C or better, or BIO 169 with a grade of C or better
Corequisites: None
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 275	MICROBIOLOGY	3	3	0	4

Prerequisites: Take one course: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
Corequisites: None
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be

able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

BIO 280 BIOTECHNOLOGY 2 3 0 3
Prerequisites: Take one course: BIO 111, CHM 131, or CHM 151
Corequisites: None
This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

BIOPROCESS MANUFACTURING TECHNOLOGY

BPM 110 BIOPROCESS PRACTICES 3 4 0 5
Prerequisites: None
Corequisites: None
This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity. *This course is also available through the Virtual Learning Community (VLC).*

BLUEPRINT READING

BPR 111 PRINT READING 1 2 0 2
Prerequisites: None
Corequisites: None
This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.
There is a $7.50 lab fee for this course.

BPR 121 BLUEPRINT READING: MECHANICAL 1 2 0 2
Prerequisites: BPR 111 or MAC 131
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 130	PRINT READING-CONSTRUCTION	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

BIOTECHNOLOGY

BTC 181	BASIC LAB TECHNIQUES	3	3	0	4

Prerequisites: None
Local Prereq: Have credit for all the following courses DMA 010, DMA 020, DMA 030, DMA 040; OR
Have credit for one of the following courses MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, or MAT 175
Corequisites: None
This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, sustainable lab practices, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.
There is a $11.25 lab fee for this course.

BTC 250	PRINCIPLES OF GENETICS	3	0	0	3

Prerequisites: BIO 111
Corequisites: None
This course covers the basic principles of genetics. Topics will include Mendelian inheritance, gene mapping, molecular genetics, and regulation of gene expression, population genetics, quantitative genetics, and the genetics of cancer. Upon completion, students should be able to demonstrate a broad understanding of genetics and the principles of heredity.

BTC 270	RECOMBINANT DNA TECH	3	3	0	4

Prerequisites: BTC 250 or BIO 250 and BTC 181
Corequisites: None
This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon

completion, students should have an understanding of the theory, practice, and application of recombinant DNA techniques.
There is a $11.25 lab fee for this course.

BTC 275 INDUSTRIAL MICROBIOLOGY 3 3 0 4
Prerequisites: Take one course: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
Corequisites: None
This course covers principles of microbiology and the impact microorganisms have on man and the environment in industrial settings where controlled environments are commonplace. Topics include the structure and physiology of various classes of microorganisms, microbial pathogenicity, infectious diseases, identification schemes, and prevention or minimization of contamination in biomanufacturing industrial settings. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, identification of microorganisms, and performing environmental monitoring
There is a $11.25 lab fee for this course.

BTC 281 BIOPROCESS TECHNIQUES 2 6 0 4
Prerequisites: BTC 181
Local Prereq: BTC 181 with a grade of "C" or better
Corequisites: None
This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centerfugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.
There is a $22.50 lab fee for this course.

BTC 285 CELL CULTURE 2 3 0 3
Prerequisites: BIO 175 or BIO 275
Local Prereq: BTC 181 with a grade of "C" or better
Corequisites: None
This course covers principles of microbiology and the impact microorganisms have on man and the environment in industrial settings where controlled environments are commonplace. Topics include the structure and physiology of various classes of microorganisms, microbial pathogenicity, infectious diseases, identification schemes, and prevention or minimization of contamination in biomanufacturing industrial settings. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, identification of microorganisms, and performing environmental monitoring.
There is a $11.25 lab fee for this course.

BTC 286 IMMUNOLOGICAL TECHNIQUES 3 3 0 4
Prerequisites: BTC 285
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas.
There is a $11.25 lab fee for this course.

BTC 288	BIOTECH LAB EXPERIENCE	0	6	0	2

Prerequisites: Take One Set:
Set 1: BIO-250 and BTC-281
Set 2: BIO-250 and BTC-285
Set 3: BIO-250 and BTC-286
Set 4: BTC-270 and BTC-281
Set 5: BTC-270 and BTC-285
Set 6: BTC-270 and BTC-286
Corequisites: None
This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.
There is a $22.50 lab fee for this course.

BUSINESS

BUS 110	INTRODUCTION TO BUSINESS	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 115	BUSINESS LAW I	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
BUS 121	BUSINESS MATH	2	2	0	3

Prerequisites: None
Local Prereq: Have credit for all the following courses DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; OR
Have credit for one of the following courses MAT 070, MAT 080, MAT 009, MAT 095,MAT 120, MAT 121, MAT 161, or MAT 175
Corequisites: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 135	PRINCIPLES OF SUPERVISION	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. *This course is also available through the Virtual Learning Community (VLC)*

BUS 137	PRINCIPLES OF MANAGEMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 139	ENTREPRENEURSHIP I	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

BUS 151	PEOPLE SKILLS	3	0	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS 153	HUMAN RESOURCE MANAGEMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 217	EMPLOYMENT LAW AND REGULATIONS	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. *This course is also available through the Virtual Learning Community (VLC).*

BUS 225	BUSINESS FINANCE	2	2	0	3

Prerequisites: ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230	SMALL BUSINESS MANAGEMENT	3	0	0	3

Prerequisites: None
Local Prereq: ACC 120, BUS 110, BUS 225, ECO 251, and MKT 120
Corequisites: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. *This course is also available through the Virtual Learning Community (VLC).*

		Class	Lab	Clin/ WExp	Credit Hours
BUS 234	TRAINING AND DEVELOPMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. *This course is also available through the Virtual Learning Community (VLC).*

BUS 235	PERFORMANCE MANAGEMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a comprehensive performance management system.

BUS 238	INTEGRATED MANAGEMENT	3	0	0	3

Prerequisites: BUS 137
Local Prereq: BUS 110 and ACC 120
Corequisites: None
This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business.

BUS 240	BUSINESS ETHICS	3	0	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 252	LABOR RELATIONS	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union.

		Class	Lab	Clin/ WExp	Credit Hours

Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists. *This course is also available through the Virtual Learning Community (VLC).*

BUS 255 ORG BEHAVIOR IN BUSINESS 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

BUS 256 RECRUITMENT, SELECTION, AND PERSONNEL PLANNING 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

BUS 258 COMPENSATION AND BENEFITS 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

BUS 259 HRM APPLICATIONS 3 0 0 3
Prerequisites: BUS 217, BUS 234, BUS 256, and BUS 258
Corequisites: None
This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses.

		Class	Lab	Clin/ WExp	Credit Hours

Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

BUS 260	BUSINESS COMMUNICATION	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. *This course is also available through the Virtual Learning Community (VLC).*

BUS 280	REAL SMALL BUSINESS	4	0	0	4

Prerequisites: None
Corequisites: None
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CABINETMAKING

CAB 111	CABINETMAKING I	4	9	0	7

Prerequisites: None
Corequisites: None
This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials; make sound production decisions; and design, lay out, construct, and install cabinets.

CAB 119	CABINETRY/MILLWORKING	4	9	0	7

Prerequisites: None
Corequisites: None
This course introduces wood technology, cabinet construction, and millworking. Topics include safety, hand/power tools, wood identification and use, wood joinery, abrasives, cabinet layout, laminates, finishing techniques, and other related topics. Upon completion, students should be able to select and process materials using accurate drawings and cut lists and install finished products.

		Class	Lab	Clin/ WExp	Credit Hours

CARPENTRY

CAR 110 INTRODUCTION TO CARPENTRY 2 0 0 2
Prerequisites: None
Corequisites: None
This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111 CARPENTRY I 3 15 0 8
Prerequisites: None
Corequisites: None
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 CARPENTRY II 3 15 0 8
Prerequisites: CAR 111
Corequisites: None
This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113 CARPENTRY III 3 9 0 6
Prerequisites: CAR 111
Corequisites: None
Local Coreq: CAR 112
This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

COMPUTED TOMOGRAPHY

CAT 210 CT PHYSICS AND EQUIPMENT 3 0 0 3
Prerequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

CAT 211	CT PROCEDURES	4	0	0	4

Prerequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
Corequisites: CAT 210
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

CAT 231	CT CLINICAL PRACTICUM	0	0	33	11

Prerequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
Corequisites: None
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

CAT 261	CT EXAM PREP	1	0	0	1

Prerequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
Corequisites: None
This course is a review of the components specific to CT imaging technology as practiced in didactic and clinical settings. Emphasis is placed on content specifications of the ARRT post primary certification in CT. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the ARRT post-primary certification exam.

COMPUTER ENGINEERING TECHNOLOGY

CET 111	COMPUTER UPGRADE/REPAIR I	2	3	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.
There is a $11.25 lab fee for this course.

CET 211	COMPUTER UPGRADE/REPAIR II	2	3	0	3

Prerequisites: None
Local Prereq: CET 111 or CTS 120
Corequisites: None
This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CHEMISTRY

Enrollment in any chemistry course more than two times requires the written permission of the Science Department chair.

For all chemistry courses local prerequisites and local co-requisites take precedent over state pre and co-requisites.

CHM 094	BASIC BIOLOGICAL CHEMISTRY	3	2	0	4

Prerequisites: DMA 040, MAT 060, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Local Prereq: Have credit for one of the following courses; DRE 098, ENG 095, ENG 111, ENG 112, ENG 113, or ENG 114; AND
Have credit for all the following courses DMA 010, DMA 020, DMA 030, and DMA 040; OR
Have credit for one of the following courses MAT 070, MAT 080, MAT 090, MAT 095, MAT 110, MAT 115, MAT 155, or MAT 161; OR
Appropriate placement test score
Corequisites: MAT 070 or DMA 040
This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.
There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
CHM 131	INTRODUCTION TO CHEMISTRY	3	0	0	3

Prerequisites: None
Local Prereq: Have credit for one of the following courses; DRE 098, ENG 095, ENG 111, ENG 112, ENG 113, or ENG 114; AND
Have credit for all the following courses DMA 010, DMA 020, DMA 030, and DMA 040; OR
Have credit for one of the following courses MAT 070, MAT 080, MAT 090, MAT 095, MAT 155, or MAT 161; OR
Appropriate placement test score
Corequisites: None
Local Coreq: CHM 131A
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. At PCC, emphasis is placed on applications to health and environmental issues.*

CHM 131A	INTRODUCTION TO CHEMISTRY LAB	0	3	0	1

Prerequisites: None
Local Prereq: Have credit for one of the following courses; DRE 098, ENG 095, ENG 111, ENG 112, ENG 113, or ENG 114; AND
Have credit for all the following courses DMA 010, DMA 020, DMA 030, and DMA 040; OR
Have credit for one of the following courses MAT 070, MAT 080, MAT 090, MAT 095, MAT 155, or MAT 161; OR
Appropriate placement test score
Corequisites: CHM 131
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is an $11.25 lab fee for this course.

CHM 132	ORGANIC AND BIOCHEMISTRY	3	3	0	4

Prerequisites: CHM 131 and CHM 131A or CHM 151
Local Prereq; CHM 131 and CHM 131A or CHM 151 with a grade of C or better
Corequisites: None
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic

		Class	Lab	Clin/ WExp	Credit Hours

and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC). At PCC, emphasis is placed on applications to health and environmental issues.*
There is an $11.25 lab fee for this course.

CHM 151	GENERAL CHEMISTRY I	3	3	0	4

Prerequisites: None
Local Prereq: Have credit for one of the following courses; DRE 098, ENG 095, ENG 111, ENG 112, ENG 113, or ENG 114; AND
Have credit for all the following courses DMA 010, DMA 020, DMA 030, and DMA 040; OR
Have credit for one of the following courses MAT 070, MAT 080, MAT 090, MAT 095, MAT 155, or MAT 161, MAT 175, or MAT 271; OR
Appropriate placement test score
Corequisites: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics and has been approved for the chemistry pre-major agreement.*
There is an $11.25 lab fee for this course

CHM 152	GENERAL CHEMISTRY II	3	3	0	4

Prerequisites: CHM 151
Local Prereq: CHM 151 with a grade of "C" or better
Corequisites: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics and has been approved for the chemistry pre-major agreement.*
There is an $11.25 lab fee for this course.

CHM 251	ORGANIC CHEMISTRY I	3	3	0	4

Prerequisites: CHM 152
Local Prereq: CHM 152 with a C or better

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

CHM 252 ORGANIC CHEMISTRY II 3 3 0 4
Prerequisites: CHM 251
Local Prereq: CHM 251 with a grade of C or better
Corequisites: None
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

INFORMATION SYSTEMS

CIS 070 FUNDAMENTALS OF COMPUTING 0 2 0 1
Prerequisites: None
Local Prereq: Appropriate placement test score
Corequisites: None
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.
There is a $7.50 lab fee for this course.

CIS 110 INTRODUCTION TO COMPUTERS 2 2 0 3
Prerequisites: None
Local Prereq: CIS 070 or appropriate placement test score
Corequisites: None
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating

		Class	Lab	Clin/ WExp	Credit Hours

systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* At PCC, classes may be taught nontraditionally through telecourse distance learning or the Internet; word processing, spreadsheets, database and the Internet will be taught.
There is a $7.50 lab fee for this course.

CIS 111	BASIC PC LITERACY	1	2	0	2

Prerequisites: None
Local Prereq: CIS 070 or appropriate placement test score
Corequisites: None
This course provides an overview of computer concepts for those who have not received credit for CIS 110. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. *This course is also available through the Virtual Learning Community (VLC).*
There is a $7.50 lab fee for this course.

CIS 115	INTRO TO PROG & LOGIC	2	3	0	3

Prerequisites: DMA 040, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Local Prereq: Have credit for all the following courses DMA 010, DMA 020, DMA 030, and DMA 040; OR
Have credit for one of the following courses MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 162, MAT 171, MAT 175, or MAT 271; AND
Have credit for CIS 070 or CIS 110; OR
Appropriate placement test score
Corequisites: None
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).* At PCC, this course is available through traditional classroom/lab instruction or on the Internet.
There is an $11.25 lab fee for this course.

CIS 245	OPERATING SYSTEM - MULTI-USER	2	3	0	3

Prerequisites: None
Local Prereq: NOS 130

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment.
There is a $11.25 lab fee for this course.

CRIMINAL JUSTICE

CJC 100	BASIC LAW ENFORCEMENT TRN	9	30	0	19

Prerequisites: None
Corequisites: None
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

CJC 111	INTRO TO CRIMINAL JUSTICE	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer through the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

CJC 112	CRIMINOLOGY	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113	JUVENILE JUSTICE	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special

		Class	Lab	Clin/ WExp	Credit Hours

areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. *This course is also available through the Virtual Learning Community (VLC).*

CJC 114 INVESTIGATIVE PHOTOGRAPHY 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

CJC 116 INTRODUCTION TO INFORMATION SECURITY 3 0 0 3
Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course introduces the students to undercover techniques necessary to identify information security breaches and establish, maintain and monitor information security systems. Emphasis will be placed on the investigative tools used to collect evidence in cases of illegal activity. Upon completion students should be able to evaluate information systems, identify security problems and provide procedures to guard against security breaches. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.*

CJC 120 INTERVIEWS/INTERROGATIONS 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 LAW ENFORCEMENT OPERATIONS 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer through the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
CJC 122	COMMUNITY POLICING	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131	CRIMINAL LAW	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132	COURT PROCEDURE AND EVIDENCE	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. *This course is also available through the Virtual Learning Community (VLC).*

CJC 141	CORRECTIONS	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer through the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

CJC 211	COUNSELING	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening,

		Class	Lab	Clin/ WExp	Credit Hours

recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212	ETHICS AND COMMUNITY RELATIONS	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. *This course is also available through the Virtual Learning Community (VLC).*

CJC 213	SUBSTANCE ABUSE	3	0	0	3

Prerequisites: None
Corequisites: None
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214	VICTIMOLOGY	3	0	0	3

Prerequisite: None
Corequisites: None
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215	ORGANIZATION AND ADMINISTRATION	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 216	COMPUTER SYSTEM SECURITY	3	0	0	3

		Class	Lab	Clin/ WExp	Credit Hours
	INVESTIGATION				

Prerequisites: CJC 116
Corequisites: None
This course covers the investigation of illegal activity affecting computer systems and security. Emphasis will be placed on design techniques, security architecture, discretionary and mandatory controls, memory protection, distributed systems and legal issues pertaining to computer operations security. Upon completion, students should be able to recognize and identify potential problem areas in computer systems and provide assistance in solving security problems. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.*

CJC 217	NETWORK SECURITY TROUBLESHOOTING	3	0	0	3

Prerequisites: CJC 216
Corequisites: None
This course enables students to apply the investigative skills they have learned to operating systems and networks. Topics will include security technologies for multiple platforms, encryption techniques and authentication and key distribution systems. Upon completion, students will be able to contrast competing schemes and describe mistakes made in design, which could lead to criminal activity. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.*

CJC 221	INVESTIGATIVE PRINCIPLES	3	2	0	4

Prerequisites: None
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. *This course is also available through the Virtual Learning Community (VLC).*

CJC 222	CRIMINALISTICS	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

		Class	Lab	Clin/ WExp	Credit Hours
CJC 223	ORGANIZED CRIME	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225	CRISIS INTERVENTION	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231	CONSTITUTIONAL LAW	3	0	0	3

Prerequisites: None
Corequisites: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. *This course is also available through the Virtual Learning Community (VLC).*

CJC 233	CORRECTIONAL LAW	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 241	COMMUNITY-BASED CORRECTIONS	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public

and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 249 FORENSIC ACCOUNTING 2 2 0 3
Prerequisites: ACC 120
Corequisites: None
This course introduces students to theoretical and practical aspects of asset and cash control investigations through internal audit and fraud investigation procedure used in corporate investigation. The emphasis is placed on procedures used to identify the absence of proper controls or the existence of improper activity, which creates illegal activity. Upon completion, students will be able to conduct fraud investigations including the collection of evidence and preparation of the case for criminal prosecution. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.*

COOPERATIVE EDUCATION

COE 110 WORLD OF WORK 1 0 0 1
Prerequisites: None
Corequisites: None
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. This course is restricted to students with more than 48 credit hours in their course of study. There will be a $12 fee to take the Career Readiness Assessment Test.

COE 111 CO-OP WORK EXPERIENCE I 0 0 10 1
Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisites are set by each department. *This course is also available through the Virtual Learning Community (VLC).*

COE 112 CO-OP WORK EXPERIENCE I 0 0 20 2
Prerequisites: None
Corequisites: None
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to

		Class	Lab	Clin/ WExp	Credit Hours

evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisites are set by each department.

COE 115	WORK EXPERIENCE SEMINAR I	1	0	0	1

Prerequisites: None
Corequisites: Take one course: COE 111, COE 112, COE 113, or COE 114
At PCC, the course description is written by the individual departments.

COE 121	CO-OP WORK EXPERIENCE II	0	0	10	1

Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisite are set by each department.

COE 122	CO-OP WORK EXPERIENCE II	0	0	20	2

Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisite are set by each department.

COE 125	WORK EXP SEMINAR II	1	0	0	1

Prerequisites: None
Corequisites: Take one course: COE 121, COE 122, COE 123, or COE 124
This course provides a seminar for preparation, discussion, and integration of the work experience of COE 121. Emphasis is placed on orientation to the college-approved work site, integrating classroom learning with related work experiences, and professional development. Upon completion, students will be able to: express an understanding of work site policies and procedures; identify developmental characteristics of the children in the classroom; describe developmentally appropriate practices in the early childhood setting; describe teamwork and collaboration necessary for effective early childhood practices; and integrate knowledge into professional work behaviors.

COE 131	CO-OP WORK EXPERIENCE III	0	0	10	1

Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to

		Class	Lab	Clin/ WExp	Credit Hours

evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 212	CO-OP WORK EXPERIENCE IV	0	0	20	2

Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COMMUNICATION

COM 110	INTRO TO COMMUNICATION	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course is also available through the Virtual Learning Community (VLC).*

COM 120	INTRO INTERPERSONAL COM	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course is also available through the Virtual Learning Community (VLC).*

COM 140	INTRO INTERCULTURAL COM	3	0	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

COM 150	INTRO. TO MASS COMM.	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industrial society. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

COM 231	PUBLIC SPEAKING	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course is also available through the Virtual Learning Community (VLC).*

COM 232	ELECTION RHETORIC	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides an overview of communication styles and topics characteristic of election campaigns. Topics include election speeches, techniques used in election campaigns, and election speech topics. Upon completion, students should be able to identify and analyze techniques and styles typically used in election campaigns. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours

COSMETOLOGY

COS 111 COSMETOLOGY CONCEPTS I 4 0 0 4
Prerequisites: None
Local Prereq: DRE 096 or ENG 075 and (MAT 050 or placement into DMA 010 or above)
Corequisites: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 SALON I 0 24 0 8
Prerequisites: None
Local Prereq: DRE 096 or ENG 075 and (MAT 050 or placement into DMA 010 or above)
Corequisites: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 COSMETOLOGY CONCEPTS II 4 0 0 4
Prerequisites: None
Local Prereq: DRE 096 or ENG 075 and (MAT 050 or placement into DMA 010 or above)
Corequisites: COS 114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 SALON II 0 24 0 8
Prerequisites: None
Local Prereq: DRE 096 or ENG 075 and (MAT 050 or placement into DMA 010 or above)
Corequisites: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 COSMETOLOGY CONCEPTS III 4 0 0 4

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: DRE 096 or ENG 075 and (MAT 050 or placement into DMA 010 or above)
Corequisites: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116	SALON III	0	12	0	4

Prerequisites: None
Local Prereq: DRE 096 or ENG 075 and (MAT 050 or placement into DMA 010 or above)
Corequisites: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117	COSMETOLOGY CONCEPTS IV	2	0	0	2

Prerequisites: None
Local Prereq: DRE 096 or ENG 075 and (MAT 050 or placement into DMA 010 or above)
Corequisites: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118	SALON IV	0	21	0	7

Prerequisites: None
Local Prereq: DRE 096 or ENG 075 and (MAT 050 or placement into DMA 010 or above)
Corequisites: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 250	COMPUTERIZED SALON OPS	1	0	0	1

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: DRE 096 or ENG 075 and (MAT 050 or placement into DMA 010 or above)
Corequisites: None
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COMPUTER SCIENCE

CSC 134	C++ PROGRAMMING	2	3	0	3

Prerequisites: None
Local Prereq: CIS 115
Corequisites: None
This course introduces computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. At PCC, this course may use a GUI interface. *This course has been approved for transfer through the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*
There is an $11.25 lab fee for this course.

CSC 139	VISUAL BASIC PROGRAMMING	2	3	0	3

Prerequisites: None
Local Prereq: CIS 115
Corequisites: None
This course introduces computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

CSC 151	JAVA PROGRAMMING	2	3	0	3

Prerequisites: None
Local Prereq: CIS 115
Corequisites: None
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved to*

		Class	Lab	Clin/ WExp	Credit Hours

satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement
There is an $11.25 lab fee for this course.

CSC 234	ADV C++ PROGRAMMING	2	3	0	3

Prerequisites: CSC 134
Corequisites: None
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables; file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions. *At PCC, student will use GUI calls.*
There is an $11.25 lab fee for this course.

CSC 239	ADV VISUAL BASIC PROG	2	3	0	3

Prerequisites: CSC 139
Corequisites: None
This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. *This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is an $11.25 lab fee for this course.

CSC 251	ADV JAVA PROGRAMMING	2	3	0	3

Prerequisites: CSC 151
Corequisites: None
This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.
There is an $11.25 lab fee for this course.

CSC 289	PROGRAMMING PROJECT	1	4	0	3

Prerequisites: CTS 285
Corequisites: None
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon

completion, students should be able to complete a project from the definition phase through implementation.
There is a $15.00 lab fee for this course.

CONSTRUCTION

CST 131 OSHA/SAFETY/CERTIFICATION 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

CST 211 CONSTRUCTION SURVEYING 2 3 0 3
Prerequisites: Take one course: MAT 115, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

CST 221 STATICS/STRUCTURES 3 3 0 4
Prerequisites: Take one course: MAT 115, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Take one course: CST 112, ARC 112, or CAR 112
Corequisite: None
This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

CST 241 PLANNING/ESTIMATING I 2 2 0 3
Prerequisites: Take one course: BPR 130, MAT 120, MAT 121, MAT 161,MAT 171, or MAT 175
Corequisites: None
This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project..
There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours

COMPUTER INFORMATION TECHNOLOGY

CTS 115	INFO SYS BUSINESS CONCEPTS	3	0	0	3

Prerequisites: None
Local Prereq: CIS 110
Corequisites: None
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

CTS 120	HARDWARE/SOFTWARE SUPPORT	2	3	0	3

Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.
There is a $11.25 lab fee for this course.

CTS 130	SPREADSHEET	2	2	0	3

Prerequisites: Take one course: CIS 110, CIS 111, or OST 137
Local Prereq: CIS 110
Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.
There is a $7.50 lab fee for this course.

CTS 155	TECH SUPPORT FUNCTIONS	2	2	0	3

Prerequisites: None
Corequisites: None
Local prereq: CTS 120

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.
There is a $7.50 lab fee for this course.

CTS 220 ADV HARD/SOFTWARE SUPPORT 2 3 0 3
Prerequisites: CTS 120
Corequisites: None
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.
There is an $11.25 lab fee for this course.

CTS 255 ADV TECH SUPPORT FUNCTIONS 2 2 0 3
Prerequisites: CTS 155
Corequisites: None
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Topics include technical support management techniques, evaluation, and methods of deployment for technical support technologies. Upon completion, students should be able to determine the best technologies to support and solve more complex technical support problems.
There is a $7.50 lab fee for this course.

CTS 285 SYSTEMS ANALYSIS & DESIGN 3 0 0 3
Prerequisites: CIS 115
Local Prereq: CTS 115
Corequisites: None
This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289 SYSTEM SUPPORT PROJECT 1 4 0 3
Prerequisites: CTS 285
Corequisites: None
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user

		Class	Lab	Clin/ WExp	Credit Hours

training. Upon completion, students should be able to complete a project from the definition phase through implementation.
There is a $15.00 lab fee for this course.

CARDIOVASCULAR SONOGRAPHY

CVS 160	CVS CLINICAL EDUCATION I	0	4	9	5

Prerequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program.
Corequisites: None
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 161	CVS CLINICAL EDUCATION II	0	0	24	8

Prerequisites: CVS 160
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program.
Corequisites: None
This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 162	CVS CLINICAL EDUCATION III	0	0	15	5

Prerequisites: CVS 161
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program.
Corequisites: None
This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 163	ECHO I	3	2	0	4

Prerequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program.
Corequisites: None
This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies.
There is a $7.50 lab fee for this course.

CVS 164	ECHO II	3	2	0	4

Prerequisites: CVS 163

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program.
Corequisites: None
This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.
There is a $7.50 lab fee for this course.

CVS 165	INTRO TO CARDIOVAS SON	1	3	0	2

Prerequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program.
Corequisites: None
This course provides an introduction to the field of cardiovascular sonography. Topics include applications, sonographic terminology, basic anatomy of the heart and vascular system, and basic scanning skills. Upon completion, students should be able to recognize anatomy of the heart and vascular system and be able to perform preliminary scanning techniques.

CVS 277	CARDIOVASCULAR TOPICS	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program.
Corequisites: None
This course provides an overview of cardiovascular topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to sit for the registry examinations.

DATABASE MANAGEMENT TECHNOLOGY

DBA 110	DATABASE CONCEPTS	2	3	0	3

Prerequisites: None
Local prereq: CIS 110
Corequisites: None
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.
There is a $11.25 lab fee for this course.

DBA 120	DATABASE PROGRAMMING I	2	2	0	3

Prerequisites: None
Local Prereq: DBA 110
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.
There is a $7.50 lab fee for this course

DRAFTING

DFT 119	BASIC CAD	1	2	0	2

Prerequisites: None
Corequisites: None
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 151	CAD I	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.
There is a $11.25 lab fee for this course.

DFT 152	CAD II	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.
There is an $11.25 lab fee for this course.

DFT 153	CAD III	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

DFT 170	ENGINEERING GRAPHICS	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering

		Class	Lab	Clin/ WExp	Credit Hours

graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

DEVELOPMENTAL MATHEMATICS

DMA 010	OPERATIONS WITH INTEGERS	0.75	0.50	0	1

Prerequisites: None
Local Pre-req: MAT 050
Corequisites: None
This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA 020	FRACTIONS AND DECIMALS	0.75	0.50	0	1

Prerequisites: DMA 010
Corequisites: None
This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA 030	PROPOR/RATIO/RATE/PERCENT	0.75	0.50	0	1

Prerequisites: DMA-010 and DMA-020
Corequisites: None
This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

DMA 040	EXPRESS/LIN EQUAT/INEQUAL	0.75	0.50	0	1

Prerequisites: Take one set
Set 1 DMA 010, DMA 020, and DMA 030
Set 2 MAT 060
Corequisites: None
This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying

		Class	Lab	Clin/ WExp	Credit Hours

expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

DMA 050	GRAPHS/EQUATIONS OF LINES	0.75	0.50	0	1

Prerequisites: Take one set
Set 1 DMA 010, DMA 020, DMA 030 and DMA 040
Set 2 DMA 040 and MAT 060
Corequisites: None
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

DMA 060	POLYNOMIAL/QUADRATIC APPL	0.75	0.50	0	1

Prerequisites: Take one set
Set 1 DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 2 DMA 040, DMA 050, and MAT 060
Set 3 MAT 060 and MAT 070
Corequisites: None
This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA 070	RATIONAL EXPRESS/EQUATION	0.75	0.50	0	1

Prerequisites: Take one set
Set 1 DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060
Set 2 DMA 040, DMA 050, DMA 060and MAT 060
Set 3 DMA 060, MAT 060 and MAT 070
Set 4 DMA 010, DMA 020, DMA 030, DMA 060, and MAT 070
Corequisites: None
This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA 080	RADICAL EXPRESS/EQUATIONS	0.75	0.50	0	1

Prerequisites: Take one set
Set 1 DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060, DMA 070
Set 2 DMA 060, DMA 070, MAT 060, and MAT 070

		Class	Lab	Clin/ WExp	Credit Hours

Set 3 DMA 040, DMA 050, DMA 060, DMA 070, and MAT 060
Set 4 DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070

Corequisites: None

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

DEVELPMENTAL MATH SHELL

DMS 003	DEVELOPMENTAL MATH SHELL 3	2.25	1.5	0	3

Prerequisites: None
Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. *This course is designed for students attending East Carolina University and is only offered on that campus.*

MEDICAL DOSIMETRY

DOS 210	INTRODUCTION TO DOSIMETRY	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None

This course introduces the students to the roles, responsibilities, and ethical standards relating to the medical dosimetry practice, the oncology team, and professional organizations. Topics include the Health Insurance Portability and Accountability Act (HIPAA), coding, clinical trials, individual/organizational accrediting agencies and the inter-relationships of oncology professional organizations. Upon completion, students should be able to identify medical dosimetry practice standards including HIPAA legislation, billing, and various accrediting organizations.

DOS 220	TREATMENT PLANNING I	1	3	0	2

Prerequisites: None
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None

This course introduces the student to the fundamental concepts, tools, and techniques used in external beam radiation treatment planning. Topics include the use of medical imaging to identify and define target volumes, immobilization techniques, ICRU

		Class	Lab	Clin/ WExp	Credit Hours

treatment planning terminology, and the use of beam modifiers. Upon completion, students should be able to understand the importance of imaging modalities, immobilization, ICRU terminology, and external beam treatment planning.

DOS 221	TREATMENT PLANNING II	1	3	0	2

Prerequisites: DOS 220
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None
This course is a continuation of DOS 220 and introduces the student to more complex treatment planning situations encountered in external beam planning. Topics include dose volume relationships, dose response for tumors and normal tissues, concepts 3-Dimensional planning, IMRT, IGRT, and issues relating to site-specific beam planning. Upon completion, students should be able to design treatment plans for all body systems using 3-D and IMRT computer planning.

DOS 230	CLINICAL RESEARCH EXPER	0	6	0	2

Prerequisites: None
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None
This course is designed to provide self-directed experiential learning for the student under a research mentor. Topics include contemporary aspects of radiation oncology technical practice that impact treatment planning and delivery with emphasis placed on research methodology and presentation techniques. Upon completion, students should be able to submit a completed written research project and a formal presentation to program faculty.

DOS 240	CLINICAL EDUCATION I	0	0	24	8

Prerequisites: None
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None
This course provides an experiential opportunity for the student to observe and participate in the clinical areas associated with medical dosimetry practice. Topics include introductory clinical rotations to areas associated with medical dosimetry practice including simulation, CT, medical physics, mold room, and treatment planning. Upon completion, students should be able to demonstrate competency by the completion of clinical objectives.

DOS 241	CLINICAL EDUCATION II	0	0	24	8

Prerequisites: DOS 240
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None
This course provides an experiential opportunity for the student to observe and participate in increasingly complicated procedures. Topics include clinical rotations for all aspects of external beam treatment planning, including more complicated procedures

		Class	Lab	Clin/ WExp	Credit Hours

such as IMRT and IGRT. Upon completion, students should be able to demonstrate competency by the completion of clinical objectives.

DOS 242 CLINICAL EDUCATION III 0 0 15 5
Prerequisites: DOS 241
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None
This course provides an experiential opportunity for the student to observe and participate more autonomously in the clinical areas associated with medical dosimetry practice. Topics include clinical rotations for all aspects of treatment planning, dose verification, quality assurance and brachytherapy. Upon completion, students should be able to demonstrate competency by the completion of clinical objectives.

DOS 243 DOSIMETRY PHYSICS 1 3 0 2
Prerequisites: None
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None
This course is designed to relate medical physics theory to clinical tools and techniques used by the medical dosimetrist. Topics include design, operation, and QA of linear accelerators, CT scanners, treatment simulators, and treatment planning computer hardware and software. Upon completion, students should be able to explain the components and operation of a linear accelerator, CT scanner and simulator.

DOS 250 DOSE CALCULATIONS 2 0 0 2
Prerequisites: DOS 210 and DOS 220
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None
This course introduces the student to the concepts, quantities, and methodologies to perform external beam dose calculations for a variety of clinical situations. Topics include dose calculation methodology, precision and consequences of error, and an overview of the various types of required dose calculations. Upon completion, students should be able to perform dose calculations for a variety of clinical situations.

DOS 260 BRACHYTHERAPY PLANNING 2 3 0 3
Prerequisites: None
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None
This course is designed to present concepts and techniques for all types of brachytherapy (radioactive implant) procedures used in radiation oncology. Topics include a review of radioactivity and radioactive decay, characteristics of linear and point radioactive sources, implant systems, calculational methods, implant equipment, and localization. Upon completion, students should be able to distinguish among the various types and designs of implants, and calculate isodose distributions.

DOS 270 MEDICAL DOSIMETRY CAPSTONE 2 0 0 2

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: Enrollment in Medical Dosimetry program.
Corequisites: None
This course provides a comprehensive review in preparation for national certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level dosimetrist.

DRAMA

DRA 111 THEATRE APPRECIATION 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 112 LITERATURE OF THE THEATRE 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education corerequirement in humanities/fine arts.*

DRA 122 ORAL INTERPRETATION 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 124 READERS THEATRE 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a theoretical and applied introduction to the medium of readers' theatre. Emphasis is placed on the group performance considerations posed by various

		Class	Lab	Clin/ WExp	Credit Hours

genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers' theatre. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

DRA 130 ACTING I 0 6 0 3
Prerequisites: None
Corequisites: None
This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

DRA 131 ACTING II 0 6 0 3
Prerequisites: DRA 130
Corequisites: None
This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

DRA 135 ACTING FOR THE CAMERA I 1 4 0 3
Prerequisites: None
Corequisites: None
This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $15.00 lab fee for this course.

DRA 136 ACTING FOR THE CAMERA II 1 4 0 3
Prerequisites: DRA 135
Corequisites: None
This course provides additional hands-on study of the camera actor's craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $15.00 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
DRA 230	ACTING III	0	6	0	3

Prerequisites: DRA 131
Corequisites: None
This course is designed to include an exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form—musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

DRA 231	ACTING IV	0	6	0	3

Prerequisites: DRA 230
Corequisites: None
This course is designed to include further exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form—musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $22.50 lab fee for this course.

DEVELOPMENTAL READING/ENGLISH

DRE 096	INTEGRATED READING & WRITING	2.5	1	0	3

Prerequisites: None
Corequisites: None
This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs.

DRE 097	INTEGRATED READING WRITING II	2.5	1	0	3

Prerequisites: DRE-096
Corequisites: None
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be

		Class	Lab	Clin/ WExp	Credit Hours

able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence.

DRE 098 INTEGRATED READING WRITING III 2.5 1 0 3
Prerequisites: DRE-097
Corequisites: None
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

ECONOMICS

ECO 251 PRINCIPLES OF MICROECONOMICS 3 0 0 3
Prerequisites: None
Local Prereq: DMA 050 or MAT 070
Corequisites: None
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 PRINCIPLES OF MACROECONOMICS 3 0 0 3
Prerequisites: None
Local Prereq: ECO 251
Corequisites: None
This course, for those who have not received credit for ECO 151, introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDUCATION

		Class	Lab	Clin/ WExp	Credit Hours
EDU 119	INTRO TO EARLY CHILD EDUC	4	0	0	4

Prerequisites: None
Corequisites: None
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. *This course is also available through the Virtual Learning Community (VLC).*

EDU 131	CHILD, FAMILY, & COMMUN	3	0	0	3

Prerequisites: Take one set
Set 1: ENG 080, RED 080
Set 2: ENG 085
Local Prereq: DRE 097
Corequisites: None
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. *This course is also available through the Virtual Learning Community (VLC).*

EDU 144	CHILD DEVELOPMENT I	3	0	0	3

Prerequisites: Take one set
Set 1: ENG 080, RED 080
Set 2: ENG 085
Local Prereq: DRE 097
Corequisites: None
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
EDU 145	CHILD DEVELOPMENT II	3	0	0	3

Prerequisites: Take one set
Set 1: ENG 080, RED 080
Set 2: ENG 085
Local Prereq: DRE 097
Corequisites: None
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

EDU 146	CHILD GUIDANCE	3	0	0	3

Prerequisites: Take one set
Set 1: ENG 080, RED 080
Set 2: ENG 085
Local Prereq: DRE 097
Corequisites: None
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. *This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

EDU 151	CREATIVE ACTIVITIES	3	0	0	3

Prerequisites: Take one set
Set 1: ENG 080, RED 080
Set 2: ENG 085
Local Prereq: DRE 097
Corequisites: None
Local coreq: EDU 151A
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music,

		Class	Lab	Clin/ WExp	Credit Hours

movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. *This course is also available through the Virtual Learning Community (VLC).*

EDU 151A	CREATIVE ACTIVITIES LAB	0	2	0	1

Prerequisites: Take one set
Set 1: ENG 080, RED 080
Set 2: ENG 085
Local Prereq: DRE 097
Corequisites: EDU 151
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153	HEALTH, SAFETY & NUTRIT	3	0	0	3

Prerequisites: Take one set
Set 1: ENG 080, RED 080
Set 2: ENG 085
Local Prereq: DRE 097
Corequisites: None
Local coreq: EDU 153A
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. *This course is also available through the Virtual Learning Community (VLC).*

EDU 153A	HEALTH, SAFETY, & NUT LAB	0	2	0	1

Prerequisites: Take one set
Set 1: ENG 080, RED 080
Set 2: ENG 085
Local Prereq: DRE 097
Corequisites: EDU 153
This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

EDU 184	EARLY CHILD INTRO PRACT	1	3	0	2

Prerequisites: Take one set

		Class	Lab	Clin/ WExp	Credit Hours
	Set 1: ENG 080, RED 080, EDU 119				
	Set 2: ENG 085, EDU 119				
Local Prereq:	DRE 097, EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151				
Corequisites:	None				

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 216	FOUNDATIONS OF EDUCATION	4	0	0	4
Prerequisites:	Take one set				
	Set 1: ENG 090, RED 090				
	Set 2: ENG 095				
Local Prereq:	DRE 098				
	Corequisites: None				

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community (VLC).*
(EDU 216 replaced EDU 116)

EDU 221	CHILDREN WITH EXCEPTIONAL	3	0	0	3
Prerequisites:	Take one set				
	Set 1: ENG 090, RED 090, EDU 144 EDU 145				
	Set 2: ENG 090, RED 090, PSY 244 PSY 245				
	Set 3: ENG 095, EDU 144 EDU 145				
	Set 4: ENG 095, PSY 244 PSY 245				
Local Prereq:	DRE 098				
Corequisites:	None				

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as*

		Class	Lab	Clin/ WExp	Credit Hours

a premajor and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community (VLC).

EDU 234	INFANTS, TODDLERS, & TWOS	3	0	0	3

Prerequisites: Take one set
Set 1: ENG 090, RED 090, EDU 119
Set 2: ENG 095, EDU 119
Local Prereq: DRE 098
Corequisites: None
This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 235	SCHOOL-AGE DEV & PROGRAM	3	0	0	3

Prerequisites: Take one set
Set 1: ENG 090, RED 090
Set 2: ENG 095
Local Prereq: DRE 098
Corequisites: None
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

EDU 251	EXPLORATION ACTIVITIES	3	0	0	3

Prerequisites: Take one set
Set 1: ENG 090, RED 090
Set 2: ENG 095
Local Prereq: DRE 098, EDU 151, and EDU 151A
Corequisites: None
Local coreq: EDU 251A
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A	EXPLORATION ACT LAB	0	2	0	1

Prerequisites: Take one set
Set 1: ENG 090, RED 090

		Class	Lab	Clin/ WExp	Credit Hours
	Set 2: ENG 095				
Local Prereq:	DRE 098, EDU 151, and EDU 151A				
Corequisites:	EDU 251				

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

EDU 259	CURRICULUM PLANNING	3	0	0	3
Prerequisites:	Take one set				
	Set 1: ENG 090, RED 090, EDU 119				
	Set 2: ENG 095, EDU 119				
Local Prereq:	DRE 098				
Corequisites:	None				

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261	EARLY CHILDHOOD ADMIN I	3	0	0	3
Prerequisites:	Take one set				
	Set 1: ENG 090, RED 090				
	Set 2: ENG 095				
Local Prereq:	DRE 098				
Corequisites:	EDU 119				

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. *This course is also available through the Virtual Learning Community (VLC).*

EDU 262	EARLY CHILDHOOD ADMIN II	3	0	0	3
Prerequisites:	Take one set				
	Set 1: ENG 090, RED 090, EDU 261				
	Set 2: ENG 095, EDU 261				
Local Prereq:	DRE 098				
Corequisites:	EDU 119				

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include

		Class	Lab	Clin/ WExp	Credit Hours

program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. *This course is also available through the Virtual Learning Community (VLC).*

EDU 271	EDUCATIONAL TECHNOLOGY	2	2	0	3

Prerequisites: Take one set
Set 1: ENG 090, RED 090
Set 2: ENG 095
Local Prereq: DRE 098
Corequisites: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. *This course is also available through the Virtual Learning Community (VLC).*

EDU 280	LANGUAGE & LITERACY EXP	3	0	0	3

Prerequisites: Take one set
Set 1: ENG 090, RED 090
Set 2: ENG 095
Local Prereq: DRE 098
Corequisites: None
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. *This course is also available through the Virtual Learning Community (VLC).*

EDU 284	EARLY CHILD CAPSTONE PRAC	1	9	0	4

Prerequisites: Take one set
Set 1: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151
Set 2: ENG 090, RED 090, EDU 119, PSY 244, PSY 245, EDU 146, EDU 151
Set 3: ENG 090, RED 090, EDU 119, PSY 245, EDU 144, EDU 146, EDU 151
Set 4: ENG 090, RED 090, EDU 119, PSY 244, EDU 145, EDU 146, EDU 151
Set 5: ENG 095, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151
Set 6: ENG 095, EDU 119, PSY 244, PSY 245, EDU 146, EDU 151

		Class	Lab	Clin/ WExp	Credit Hours

Set 7: ENG 095, EDU 119, EDU 144, PSY 245, EDU 146, EDU 151
Set 8: ENG 095, EDU 119, EDU 145, PSY 244, EDU 146, EDU 151
Local Prereq: DRE 098
Corequisites: None
This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

ENGINEERING

EGR 120	ENG & DESIGN GRAPHICS	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces the graphical tools for engineering and design communications. Emphasis is placed upon selecting the appropriate methods and tools and conveying ideas using sketches, orthographic views and projections, and computer graphics applications. Upon completion, students should be able to communicate essential features or two-dimensional and three-dimensional objects using the proper tools and methods.

EGR 125	APPL SOFTWARE FOR TECH	1	2	0	2

Prerequisites: None
Corequisites: None
This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software such as spreadsheets, word processing, graphics, and Internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats.

EGR 150	INTRO TO ENGINEERING	1	2	0	2

Prerequisites: None
Corequisites: None
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
EGR 220	ENGINEERING STATICS	3	0	0	3

Prerequisites: PHY 251
Corequisites: MAT 272
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

EGR 225	ENGINEERING DYNAMICS	3	0	0	3

Prerequisites: EGR 220
Corequisites: MAT 273
This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

EGR 250	STATICS/STRENGTH OF MATER	4	3	0	5

Prerequisites: Take one course: MAT 121, MAT 161, MAT 171, OR MAT 175
Corequisites: None
This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

EGR 280	TECH PROJ DOCUMENTATION	0	2	0	1

Prerequisites: None
Corequisites: None
This course provides an opportunity for students to apply technical documentation skills. Emphasis is placed on research, documentation, technical reporting, and presentation skills associated with capstone design projects. Upon completion, students should be able to demonstrate technical documentation skills consistent with those of engineering technicians in the workplace.

EGR 285	DESIGN PROJECT	0	4	0	2

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

ELECTRICITY

ELC 111	INTRODUCTION TO ELECTRICITY	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.
There is a $7.50 lab fee for this course.

ELC 112	DC/AC ELECTRICITY	3	6	0	5

Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits..
There is a $22.50 lab fee for this course.

ELC 113	RESIDENTIAL WIRING	2	6	0	4

Prerequisites: None
Corequisites: None
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations
There is a $22.50 lab fee for this course.

ELC 114	COMMERCIAL WIRING	2	6	0	4

Prerequisites: None
Corequisites: None
This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits;

		Class	Lab	Clin/ WExp	Credit Hours

and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations..
There is a $22.50 lab fee for this course.

ELC 115 INDUSTRIAL WIRING 2 6 0 4
Prerequisites: None
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.
There is a $22.50 lab fee for this course.

ELC 117 MOTORS AND CONTROLS 2 6 0 4
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.
There is a $22.50 lab fee for this course.

ELC 118 NATIONAL ELECTRICAL CODE 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119 NEC CALCULATIONS 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.
There is a $7.50 lab fee for this course.

ELC 120 INTRO TO WIRING 2 2 0 3
Prerequisites: None
Corequisites: None
This course is an introduction to wiring concepts for non-electricians. Topics include safety, tools, materials, techniques and terminology associated with electrical wiring. Upon completion, students should be able to use and/or identify wiring tools, materials and procedures at an introductory level.

		Class	Lab	Clin/ WExp	Credit Hours

There is a $7.50 lab fee for this course.

ELC 125	DIAGRAMS AND SCHEMATICS	1	2	0	2

Prerequisites: None
Corequisites: None
This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.
There is a $7.50 lab fee for this course.

ELC 128	INTRODUCTION TO PLC	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs. *This course is also available through the Virtual Learning Community (VLC).*
There is a $11.25 lab fee for this course.

ELC 131	CIRCUIT ANALYSIS I	3	3	0	4

Prerequisites: None
Local prereq: Take one of the following courses or have credit for one on the following courses: DMA 040, MAT 060, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, or MAT 175
Corequisites: None
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.
There is a $11.25 lab fee for this course.

ELC 131A	CIRCUIT ANALYSIS I LAB	0	3	0	1

Prerequisites: None
Corequisites: ELC 131
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

		Class	Lab	Clin/ WExp	Credit Hours
ELC 138	DC CIRCUIT ANALYSIS	3	3	0	4

Prerequisites: None
Corequisites: None
This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, and analyze DC circuits; and properly use test equipment.

ELC 139	AC CIRCUIT ANALYSIS	3	3	0	4

Prerequisites: None
Corequisites: None
This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.

ELC 213	INSTRUMENTATION	3	2	0	4

Prerequisites: None
Corequisites: None
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.
There is a $7.50 lab fee for this course.

ELC 220	PHOTOVOLTAIC SYS TECH	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.
There is a $11.25 lab fee for this course.

ELC 228	PLC APPLICATIONS	2	6	0	4

Prerequisites: None
Corequisites: None
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

		Class	Lab	Clin/ WExp	Credit Hours

There is a $22.50 lab fee for this course.

ELECTRONICS

ELN 131	ANALOG ELECTRONICS I	3	3	0	4

Prerequisites: None
Local prereq: Take: ELC 131, ELC 112, or (ELC 138 & ELC 139)
Corequisites: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment..
There is a $11.25 lab fee for this course.

ELN 132	ANALOG ELECTRONICS II	3	3	0	4

Prerequisites: None
Local prereq: ELC 131
Corequisites: None
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment
There is a $11.25 lab fee for this course.

ELN 133	DIGITAL ELECTRONICS	3	3	0	4

Prerequisites: None
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.
This course is also available through the Virtual Learning Community (VLC).
There is a $11.25 lab fee for this course.

ELN 229	INDUSTRIAL ELECTRONICS	3	3	0	4

Prerequisites: None
Corequisites: None
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit.
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
ELN 231	INDUSTRIAL CONTROLS	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232	INTRO TO MICROPROCESSORS	3	3	0	4

Prerequisites: None
Local prereq: ELN 133
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234	COMMUNICATION SYSTEMS	3	3	0	4

Prerequisites: None
Corequisites: None
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 275	TROUBLESHOOTING	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENGLISH

ENG 102	APPLIED COMMUNICATIONS II	3	0	0	3

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

ENG 111	EXPOSITORY WRITING	3	0	0	3

Prerequisites: Take 1 group:
Group 1: ENG 090 RED 090
Group 2: ENG 095
Group 3: DRE 098
Group 4: DRE 099
OR appropriate placement test score
Corequisites: None
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive Course.*

ENG 112	ARGUMENT-BASED RESEARCH	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive Course.*

ENG 113	LITERATURE-BASED RESEARCH	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays

		Class	Lab	Clin/ WExp	Credit Hours

and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive Course.*

ENG 114	PROFESSIONAL RESEARCH AND REPORTING	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive Course.*

ENG 125	CREATIVE WRITING I	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 126	CREATIVE WRITING II	3	0	0	3

Prerequisites: ENG 125
Corequisites: None
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 131	INTRODUCTION TO LITERATURE	3	0	0	3

Prerequisites: ENG 111
Corequisites: Take one course: ENG 112, ENG 113 or ENG 114
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the*

		Class	Lab	Clin/ WExp	Credit Hours

Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ENG 134 INTRODUCTION TO POETRY 3 0 0 3
Prerequisites: ENG 111
Corequisites: Take one course: ENG 112, ENG 113, or ENG 114
This course provides intensive study of the poem as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of poetry. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of poetry. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

ENG 135 INTRO TO SHORT FICTION 3 0 0 3
Prerequisites: ENG 111
Corequisites: Take one course: ENG 112, ENG 113, or ENG 114
This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

ENG 231 AMERICAN LITERATURE I 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 232 AMERICAN LITERATURE II 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through*

		Class	Lab	Clin/ WExp	Credit Hours

the Virtual Learning Community (VLC). This course has been designated a Writing Intensive course.

ENG 233 MAJOR AMERICAN WRITERS 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 235 SURVEY OF FILM AS LIT 3 0 0 3
Prerequisites: ENG 113
Corequisites: None
This course provides a study of the medium of film with a focus on the historical impact and the various literary genres of movies. Emphasis is placed on an appreciation of film as a form of literature which demonstrates various elements of fiction (character, setting, theme, etc.). Upon completion, students should be able to analyze film critically in various literary contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 241 BRITISH LITERATURE I 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 242 BRITISH LITERATURE II 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is*

		Class	Lab	Clin/ WExp	Credit Hours

also available through the Virtual Learning Community (VLC). This course has been designated a Writing Intensive course.

ENG 243 MAJOR BRITISH WRITERS 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 253 THE BIBLE AS LITERATURE 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course introduces the Hebrew Old Testament and the Christian New Testament as works of literary art. Emphasis is placed on the Bible's literary aspects including history, composition, structure, and cultural contexts. Upon completion, students should be able to identity and analyze selected books and passages using appropriate literary conventions. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 261 WORLD LITERATURE I 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 262 WORLD LITERATURE II 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 271 CONTEMPORARY LITERATURE 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course includes a study of contemporary literature. Emphasis is placed on literary and cultural trends of selected texts. Upon completion, students should be able to interpret, analyze, and respond to the literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 272 SOUTHERN LITERATURE 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 273 AFRICAN-AMERICAN LITERATURE 3 0 0 3
Prerequisites: Take one course: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

ENTREPRENEURSHIP

ETR 210 INTRO TO ENTREPRENEURSHIP 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

ETR 220 INNOVATION AND CREATIVITY 3 0 0 3
Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

ETR 230 ENTREPRENEUR MARKETING 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

ETR 240 FUNDING FOR ENTREPRENEURS 3 0 0 3
Prerequisites: ACC 120
Corequisites: None
This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

ETR 270 ENTREPRENEURSHIP ISSUES 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.

FRENCH

FRE 111 ELEMENTARY FRENCH I 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural

		Class	Lab	Clin/ WExp	Credit Hours

awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112	ELEMENTARY FRENCH II	3	0	0	3

Prerequisites: FRE 111
Corequisites: None
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 161	CULTURAL IMMERSION	2	3	0	3

Prerequisites: FRE 111
Corequisites: None
This course explores Francophone culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate an understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

FRE 181	FRENCH LAB 1	0	2	0	1

Prerequisites: None
Corequisites: None
Local Co-req: FRE 111
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

FRE 182	FRENCH LAB 2	0	2	0	1

Prerequisites: FRE 181
Corequisites: None
Local Co-req: FRE 112
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning

media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

FRE 211	INTERMEDIATE FRENCH I	3	0	0	3

Prerequisites: FRE 112
Corequisites: None
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212	INTERMEDIATE FRENCH II	3	0	0	3

Prerequisites: FRE 211
Corequisites: None
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GEOLOGY

GEL 113	HISTORICAL GEOLOGY	3	2	0	4

Prerequisites: GEL 111 or GEL 120
Corequisites: None
This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science.*
There is a $7.50 lab fee for this course.

GEL 120	PHYSICAL GEOLOGY	3	2	0	4

Prerequisites None
Corequisites: None
This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students

		Class	Lab	Clin/ WExp	Credit Hours

should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

GEL 230 ENVIRONMENTAL GEOLOGY 3 2 0 4
Prerequisites: Take one course: GEL 111, GEL 120 or PHS 130
Corequisites: None
This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

GEOGRAPHY

GEO 110 INTRODUCTION TO GEOGRAPHY 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

GEO 111 WORLD REGIONAL GEOGRAPHY 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate Reading Placement Test score
Corequisites: None
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).*

GERMAN

		Class	Lab	Clin/ WExp	Credit Hours
GER 111	ELEMENTARY GERMAN I	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 112	ELEMENTARY GERMAN II	3	0	0	3

Prerequisites: GER 111
Corequisites: None
This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GRAPHIC DESIGN

GRD 110	TYPOGRAPHY I	2	2	0	3

Prerequisites: None
Corequisites: None
Local Coreq: GRD 151
This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.
There is a $7.50 lab fee for this course.

GRD 111	TYPOGRAPHY II	2	2	0	3

Prerequisites: GRD 110
Corequisites: None
This course is a continuation of GRD 110. Emphasis is placed on solving challenging typographic problems. Upon completion, students should be able to understand and demonstrate advanced typographic applications.
There is a $7.50 lab fee for this course.

GRD 121	DRAWING FUNDAMENTALS I	1	3	0	2

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

GRD 122 DRAWING FUNDAMENTALS II 1 3 0 2
Prerequisites: GRD 121
Corequisites: None
This course is a continuation of GRD 121. Emphasis is placed on applying a unique style/approach to drawing from life situations and may include rendering human figures in action and repose. Upon completion, students should be able to show drawing competence and proficiency.

GRD 131 ILLUSTRATION I 1 3 0 2
Prerequisites: Take one course: ART 131, DES 125, or GRD 121
Corequisites: None
This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.
There is a $11.25 lab fee for this course.

GRD 141 GRAPHIC DESIGN I 2 4 0 4
Prerequisites: None
Corequisites: None
Local Coreq: GRD 151
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.
There is a $15.00 lab fee for this course.

GRD 142 GRAPHIC DESIGN II 2 4 0 4
Prerequisites: Take one course: ART 121, DES 135, or GRD 141
Corequisites: None
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.
There is a $15.00 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
GRD 151	COMPUTER DESIGN BASICS	1	4	0	3

Prerequisites: None
Corequisites: None
This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.
There is a $15.00 lab fee for this course.

GRD 152	COMPUTER DESIGN TECHNIQUES I	1	4	0	3

Prerequisites: GRD 151
Corequisites: None
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.
There is a $15.00 lab fee for this course.

GRD 156	COMPUTER DESIGN APPS I	0	3	0	1

Prerequisites: None
Corequisites: GRD 151
This course is designed to provide additional hands-on training with computer software applications. Emphasis is placed on utilizing various computer applications to create and develop simple graphic designs. Upon completion, students should be able to use the computer as a creative tool.
There is an $11.25 lab fee for this course.

GRD 160	PHOTOGRAPHY FUNDAMENTALS I	1	4	0	3

Prerequisites: None
Corequisites: None
This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.
There is a $15.00 lab fee for this course.

GRD 161	PHOTO FUNDAMENTALS II	1	4	0	3

Prerequisites: GRD 160
Corequisites: None
This course is a continuation of GRD 160. Topics include conversions, toning, color, specialized equipment, lighting, processing, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing photographic prints.
There is a $15.00 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours

GRD 241 GRAPHIC DESIGN III 2 4 0 4
Prerequisites: DES 136 or GRD 142
Corequisites: None
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.
There is a $15.00 lab fee for this course.

GRD 242 GRAPHIC DESIGN IV 2 4 0 4
Prerequisites: GRD 241
Corequisites: None
This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.
There is a $15.00 lab fee for this course.

GRD 265 DIGITAL PRINT PRODUCTION 1 4 0 3
Prerequisites: GRD 151 or GRA 151
Corequisites: None
Local Coreq: GRD 280
This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.
There is a $15.00 lab fee for this course.

GRD 271 MULTIMEDIA DESIGN I 1 3 0 2
Prerequisites: GRD 151 or GRA 151
Corequisites: None
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.
There is a $11.25 lab fee for this course.

GRD 272 MULTIMEDIA DESIGN II 1 3 0 2
Prerequisites: GRD 271
Corequisites: None
This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be

		Class	Lab	Clin/ WExp	Credit Hours

able to produce multimedia presentations and determine and adapt to technical specifications for delivery.
There is a $11.25 lab fee for this course.

GRD 280	PORTFOLIO DESIGN	2	4	0	4

Prerequisites: GRD 142 and GRD 152 or GRA 152
Local Prereq: GRD 151 and GRD 242
Corequisites: None
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.
There is a $15.00 lab fee for this course.

GERONTOLOGY

GRO 120	GERONTOLOGY	3	0	0	3

Prerequisites: None
Local prereq: Permission of instructor
Corequisites: None
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

GRO 150	SUBSTANCE USE AND AGING	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces methods to prevent and reduce substance addiction within the older adult population. Emphasis is placed on understanding problems associated with alcohol, drug and medication misuse in addition to signs, symptoms and treatment options. Upon completion, the student should be able to describe how substance use and abuse impacts the quality of life for the older adult population.

GRO 220	PSY/SOC ASPECTS OF AGING	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course introduces the individual and social aspects of the aging process. Topics include psychological and social factors of aging; roles of older adults within families, work, and community; and adjustments to aging and retirement.

GRO 230	HEALTH, WELLNESS, & NUTRIT	3	2	0	4

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
This course covers basic concepts of health, wellness, and nutrition related to aging. Emphasis is placed on nutrition and diet, physical activity and exercise, and maintenance of well-being. Upon completion, students should be able to identify health, wellness, and nutrition concepts related to aging.

GRO 240	GERONTOLOGY CARE MANAGING	3	0	0	3

Prerequisites: GRO 120
Corequisites: None
This course covers community resources; discusses care management, including assessment, care-planning, evaluation, issues of family, high-risk and self-care. Topics include funding, eligibility for community and health resources, care management protocols, care plan development, identification of major resources and barriers to self-care. Upon completion, students will be able to develop a care plan for older adults at various levels of needs, including community and health resources.

GRO 250	AGING POLICIES PROGRAMS & SERV	2	0	0	2

Prerequisites: GRO 120
Corequisites: None
This course covers the development of state and federal policies, programs, and services for an aging population as a result of demographic shifts. Topics include initial federal programs addressing aging issues, emerging challenges and trends, the role of needs assessment and outcome measures that shape policies, and contemporary issues. Upon completion, students should be able to articulate about initial federal programs; assess emerging challenges and trends; demonstrate the value of needs assessments; and identify contemporary issues.

HEALTHCARE BUSINESS INFORMATICS

HBI 110	ISSUES AND TRENDS IN HBI	3	0	0	3

Prerequisites: None
Corequisites: None
This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.

HBI 113	SURVEY OF MED INSURANCE	3	0	0	3

Prerequisites: None
Local Prereq: HBI 110
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics.

HBI 210 INTRO TO HEALTH INFO NET 2 3 0 3
Prerequisites: None
Local Prereq: HBI 110 and NET 125
Corequisites: None
This course introduces health information networking. Emphasis is on security and privacy in healthcare, EHR/EMR implementations, designing, securing, and troubleshooting a network to support a medical group. Upon completion, students should be able to design and support healthcare network implementations.

HBI 230 INFRA & APP SUPP IN HEALTHCARE 2 3 0 3
Prerequisites: None
Local Prereq: HBI 110 and CTS 120
Corequisites: None
This course covers implementing, deploying, and supporting IT systems in EHR/EMR environments. Emphasis on regulatory requirements, business practices, installation and configuration of hardware/software, troubleshooting, mobile technology, security, and end user training. Upon completion, students should be able to successfully implement, deploy and support IT systems in EHR/EMR environments in healthcare settings.

HBI 250 DATA MGMT AND UTILIZATION 2 2 0 3
Prerequisites: Take one course: DBA 110, DBA 120, or DBA 210
Corequisites: None
This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.
There is a $7.50 lab fee for this course.

HBI 289 HBI PROJECT 1 4 0 3
Prerequisites: HBI 250
Corequisites: None
This course provides an opportunity to complete a significant healthcare business informatics project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a healthcare informatics project from the definition phase through implementation.
There is a $15.00 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours

HEALTH

HEA 110 PERSONAL HEALTH/WELLNESS 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HISTORY

HIS 111 WORLD CIVILIZATIONS I 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
Corequisites: None
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112 WORLD CIVILIZATIONS II 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
Corequisites: None
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 115 INTRODUCTION TO GLOBAL HISTORY 3 0 0 3
Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to

		Class	Lab	Clin/ WExp	Credit Hours

analyze significant global historical issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course.*

HIS 121 WESTERN CIVILIZATION I 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
Corequisites: None
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122 WESTERN CIVILIZATION II 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
Corequisites: None
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 AMERICAN HISTORY I 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
Corequisites: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 AMERICAN HISTORY II 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
Corequisites: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American

		Class	Lab	Clin/ WExp	Credit Hours

wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 145 THE SECOND WORLD WAR 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
Corequisites: None
This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 162 WOMEN AND HISTORY 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
Corequisites: None
This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 221 AFRICAN-AMERICAN HISTORY 3 0 0 3
Prerequisites: None
Local Prereq: DRA 098 or ENG 095 or appropriate test score
Corequisites: None
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HEALTH INFORMATION TECHNOLOGY

Students must make "C" or better in each HIT course to progress in curriculum.

		Class	Lab	Clin/ WExp	Credit Hours
HIT 110	FUNDAMENTALS OF HIM	3	0	0	3

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations and initiatives; payment and reimbursement systems, healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends.

HIT 112	HEALTH LAW AND ETHICS	3	0	0	3

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.
This course is also available through the Virtual Learning Community (VLC).

HIT 114	HEALTH DATA SYS/STANDARDS	2	3	0	3

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
Local Coreq: HIT 110
This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.
There is an $11.25 lab fee for this course.

HIT 122	PROF PRACTICE EXP I	0	0	3	1

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor and HIT 110.
Corequisites: None
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

		Class	Lab	Clin/ WExp	Credit Hours
HIT 124	PROF PRACTICE EXP II	0	0	3	1

Prerequisites: None
Local Prereq Acceptance in HIT program or permission of instructor.
Corequisites: None
Local coreq HIT 114, HIT 211
This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 210	HEALTHCARE STATISTICS	2	2	0	3

Prerequisites: MAT 110 or MAT 115 or MAT 140 or MAT 161
Local Prereq: Acceptance in HIT program or permission of instructor and HIT 114
Corequisites: None
This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.
There is a $7.50 lab fee for this course.

HIT 211	ICD CODING	2	6	0	4

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor and BIO 169, HIT 114, MED 122
Corequisites: None
Local Coreq: HIT 124, HIT 226
This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.
There is a $22.50 lab fee for this course.

HIT 214	CPT/OTHER CODING SYSTEMS	1	3	0	2

Prerequisites: HIT 211
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
HIT 215	REIMBURSEMENT METHODOLOGY	1	2	0	2

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
Local Coreq: HIT 214
This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.
There is a $7.50 lab fee for this course.

HIT 216	QUALITY MANAGEMENT	1	3	0	2

Prerequisites: HIT 114
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.
There is a $11.25 lab fee for this course.

HIT 218	MGMT PRINCIPLES IN HIT	3	0	0	3

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220	HEALTH INFORMATICS & EHRS	1	2	0	2

Prerequisites: HIT 114 and CIS 110 or CIS 111
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, speech & imaging technology, information/network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students

		Class	Lab	Clin/ WExp	Credit Hours

should be able to facilitate usage of electronic health record systems and other technologies.
There is a $7.50 lab fee for this course.

HIT 221	LIFECYCLE OF EHR	2	2	0	3

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
This course covers the system selection, design and implementation of an electronic health record (EHR) in integrated delivery networks. Topics include the system development life cycle, analysis of existing systems, required resources, and common resource constraints. Upon completion, students should be able to understand system development life cycles, analyze design and engineering, and make recommendations to improve efficiency of operations.

HIT 222	PROF PRACTICE EXP III	0	0	6	2

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor and HIT 122
Corequisites: None
Local Coreq: HIT 124
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 224	PROF PRACTICE EXP IV	0	0	6	2

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
Local Coreq: HIT 214
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 225	HEALTHCARE INFORMATICS	3	2	0	4

Prerequisites: None
Local Prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets,

		Class	Lab	Clin/ WExp	Credit Hours

analyze capture methodology in healthcare settings, analyze compliance issues and make improvement recommendations

HIT 226	PRINCIPLES OF DISEASE	3	0	0	3

Prerequisites: BIO 166 or BIO 169
Local prereq: Acceptance in HIT program or permission of instructor.
Corequisites: None
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

HIT 280	PROFESSIONAL ISSUES	2	0	0	2

Prerequisites: HIT 211
Local Prereq: To be taken in final semester of student's enrollment in HIT program. Acceptance in HIT program or permission of instructor.
Corequisites: None
This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

HEALTHCARE MANAGEMENT

HMT 110	INTRODUCTION TO HEALTHCARE MANAGEMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

HMT 210	MEDICAL INSURANCE	3	0	0	3

Prerequisites: MED 122 or OST 142
Local prereq: HMT 212
Corequisites: None
This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.

		Class	Lab	Clin/ WExp	Credit Hours
HMT 211	LONG-TERM CARE ADMINISTRATION	3	0	0	3

Prerequisites: HMT 110
Corequisites: None
This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home healthcare, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care.

HMT 212	MGT OF HEALTHCARE ORG	3	0	0	3

Prerequisites: HMT 110
Corequisites: None
This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

HMT 215	LEGAL ASP OF HEALTHCARE ADMIN	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides a practical examination of healthcare law from the administrative perspective. Emphasis is placed on healthcare law with a working knowledge of ways to improve quality and the legal delivery of healthcare. Upon completion, students should be able to understand and apply healthcare laws as they relate to the financing, delivery, privacy, and malpractice of healthcare organizations.

HMT 220	HEALTHCARE FINANCIAL MGMT	4	0	0	4

Prerequisites: HMT 110 and ACC 121
Local prereq: HMT 210
Corequisites: None
This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

HMT 225	PRACTICE MGMT SIMULATION	2	2	0	3

Prerequisites: HMT 210
Corequisites: HMT 220
This course introduces medical systems used to process and analyze information in the automated office. Emphasis is placed on daily processing of patient services, management reporting used to monitor productivity and interactive database reporting and analysis. Upon completion, students should be able to process daily services, generate and interpret management reports and utilize key indicators for monitoring practice productivity.

		Class	Lab	Clin/ WExp	Credit Hours

There is a $7.50 lab fee for this course.

HORTICULTURE

HOR 112	LANDSCAPE DESIGN I	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 114	LANDSCAPE CONSTRUCTION	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 116	LANDSCAPE MANAGEMENT I	2	2	0	3

Prerequisites: None
Corequisites: None
This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

HOR 134	GREENHOUSE OPERATIONS	2	2	0	3

Prerequisites: None
Corequisites: None
This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 160	PLANT MATERIALS I	2	2	0	3

Prerequisites: None
Corequisites: None
This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon

		Class	Lab	Clin/ WExp	Credit Hours

completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants

HOR 162 APPLIED PLANT SCIENCE
Prerequisites: None
Corequisites: None
This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 HORT PEST MANAGEMENT 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

HOR 166 SOILS & FERTILIZERS 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

HOR 168 PLANT PROPAGATION 2 2 0 3
Prerequisites: None
Corequisites: None
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 215 LANDSCAPE IRRIGATION 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.

		Class	Lab	Clin/ WExp	Credit Hours
HOR 235	GREENHOUSE PRODUCTION	2	2	0	3

Prerequisites: None
Corequisites: None
This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

HOR 273	HOR MGMT & MARKETING	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

HEALTH SCIENCES

HSC 110	ORIENTATION TO HEALTH CAREERS	1	0	0	1

Prerequisites: None
Corequisites: None
This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

HSC 120	CPR	0	2	0	1

Prerequisites: None
Corequisites: None
This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.
There is a $7.50 lab fee for this course.

HUMAN SERVICES

HSE 110	INRODUCTION TO HUMAN SERVICES	2	2	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, and disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112	GROUP PROCESS I	1	2	0	2

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the HSE program or permission of instructor
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 115	HEALTH CARE CONCEPTS	3	2	0	4

Prerequisites: None
Corequisites: None
This course covers basic aspects of health and medical care. Emphasis is placed on the mental, social, and physical needs of various groups; first aid in emergency situations; and medical/legal ethics. Upon completion, students should be able to identify various health/medical situations, obtain appropriate certifications, and understand the medical/legal ramifications of health care.

HSE 123	INTERVIEWING TECHNIQUES	2	2	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125	COUNSELING	2	2	0	3

Prerequisites: None
Corequisites: None
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 130	CHANGE AGENTRY LAB I	0	2	0	1

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: HSE 112
Corequisites: None
This course provides a supervised, off-campus, three-day human relations training lab. Emphasis is placed on providing a small group experience to practice the interpersonal and group skills covered in HSE 112. Upon completion, students should be able to demonstrate group facilitation skills in a small group setting.

HSE 135 ORIENTATION LAB I 0 2 0 1
Prerequisites: None
Local Prereq: Enrollment in the HSE program
Corequisites: None
This course is designed to promote professional, program, and personal identification with the human services field. Emphasis is placed on interpersonal communication, verbal and non-verbal interactions, and team building. Upon completion, students should be able to identify with the human services profession and demonstrate basic team-building skills.

HSE 160 HSE CLINICAL SUPERVISION I 1 0 0 1
Prerequisites: None
Local Prereq: Permission of instructor; Enrollment in HSE program, GPA 2.00
Corequisites: HSE 161 or HSE 162 or HSE 163 or HSE 164
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 163 HSE CLINICAL EXPERIENCE I 0 0 9 3
Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisites: HSE 160
This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 210 HUMAN SERVICES ISSUES 2 0 0 2
Prerequisites: None
Corequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and

		Class	Lab	Clin/ WExp	Credit Hours

experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 212	GROUP PROCESS II	1	2	0	2

Prerequisites: HSE 112
Local Prereq: Permission of instructor
Corequisites: None
This course is a continuation of the study of interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to demonstrate their ability to communicate with others and facilitate communications between others.

HSE 215	HEALTH CARE	3	2	3	5

Prerequisites: None
Local Prereq: Enrollment in the HSE program
Corequisites: None
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patient's rights, legal and ethical responsibilities, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, medical terminology, and mental health. Upon completion, students should be able to demonstrate the skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide Registry.

HSE 225	CRISIS INTERVENTION	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 230	CHANGE AGENTRY LAB II	0	2	0	1

Prerequisites: HSE 112
Local Prereq: Permission of instructor
Corequisites: None
This course provides a second supervised, off-campus, three-day human relations training lab. Emphasis is placed on providing a small group experience to practice the interpersonal and group skills covered in HSE 112. Upon completion, students should be able to demonstrate group facilitation skills in a small group setting.

HSE 235	ORIENTATION LAB II	0	2	0	1

Prerequisites: HSE 135
Local prereq: Enrollment in the HSE program
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is a continuation of HSE 135. Emphasis is placed on enhancing professional identify with the field of human services and strengthening team-building skills. Upon completion, students should be able to continue personal awareness of values, lifestyles, career plans, and decisions that have an impact on human services professionals.

HSE 251	ACTIVITIES PLANNING	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational activities. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals to maintain quality of life.

HSE 255	HEALTH PROB & PREVENT	2	2	0	3

Prerequisites: None
Corequisites: None
This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

HSE 260	HSE CLINICAL SUPERVISION II	1	0	0	1

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisites: Take one course: HSE 261, HSE 262, HSE 263 or HSE 264
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 264	HSE CLINICAL EXPERIENCE II	0	0	12	4

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisites: HSE 260
This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

		Class	Lab	Clin/ WExp	Credit Hours
HSE 270	HSE CLINICAL SUPERVISION III	1	0	0	1

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisites: Take one course: HSE 271, HSE 272, HSE 273, or HSE 274
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 272	HSE CLINICAL EXPERIENCE III	0	0	6	2

Prerequisites: None
Local Prereq: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisites: HSE 270
This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HUMANITIES

HUM 110	TECHNOLOGY AND SOCIETY	3	0	0	3

Prerequisites: None
Corequisites: None
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine art. This course is also available through the Virtual Learning Community (VLC).*

HUM 115	CRITICAL THINKING	3	0	0	3

Prerequisites: ENG 095 or (RED 090 and ENG 090)
Local Prereq: ENG 111
Corequisites: None
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the*

		Class	Lab	Clin/ WExp	Credit Hours

Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs. This course is also available through the Virtual Learning Community (VLC).

HUM 120 CULTURAL STUDIES 3 0 0 3
Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or (ENG 090 and RED 090) or appropriate test score
Corequisites: None
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 122 SOUTHERN CULTURE 3 0 0 3
Prerequisites: None
Corequisites: None
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

HUM 130 MYTH IN HUMAN CULTURE 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 140 HISTORY OF ARCHITECTURE 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. *This course has been*

		Class	Lab	Clin/ WExp	Credit Hours

approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HUM 160 INTRODUCTION TO FILM 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*
There is a $7.50 lab fee for this course.

HUM 161 ADVANCED FILM STUDIES 2 2 0 3
Prerequisites: HUM 160
Corequisites: None
This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include advanced film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. . *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 180 INTERNAT CULTURAL EXPLOR 2 3 0 3
Prerequisites: None
Local prereq: Permission of instructor
Corequisites: None
This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. This course is offered only for students participating in a PCC Abroad study-travel program. The lab fee for this course is based on the total cost of the study-travel experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HUM 211 HUMANITIES I 3 0 0 3
Prerequisites: ENG 111
Corequisites: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of

existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HYDRAULICS

HYD 110	HYDRAULICS/PNEUMATICS I	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INTERNATIONAL BUSINESS

INT 110	INTERNATIONAL BUSINESS	3	0	0	3

Prerequisites: None
Local Prereq: BUS 110
Corequisites: None
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business. *This course is also available through the Virtual Learning Community.*

INDUSTRIAL SCIENCE

ISC 110	WORKPLACE SAFETY	1	0	0	1

Prerequisites: None
Corequisites: None
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace. *This course is also available through the Virtual Learning Community (VLC).*

		Class	Lab	Clin/ WExp	Credit Hours
ISC 112	INDUSTRIAL SAFETY	2	0	0	2

Prerequisite: None
Corequisites: None
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. *This course is also available through the Virtual Learning Community (VLC).*

ISC 115	CONSTRUCTION SAFETY	2	0	0	2

Prerequisites: None
Corequisites: None
This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

ISC 132	MANUFACTURING QUALITY CONTROL	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.
There is a $11.25 lab fee for this course.

ISC 133	MANUFACTURING MGMT PRACT	2	0	0	2

Replaced with ISC 135

ISC 135	PRINCIPLES OF INDUSTRIAL MGMT	4	0	0	4

Prerequisites: None
Corequisites: None
This course covers the managerial principles and practices required for organizations to succeed in modern industry, including quality and productivity improvement. Topics include the functions and roles of all levels of the management, organization design, planning and control of manufacturing operation, managing conflict, group dynamics, and problem solving skills. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

ISC 136	PRODUCTIVITY ANALYSIS I	2	3	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers methods of measuring, analyzing, and improving productivity. Topics include methods analysis, standardized practices, process analysis, and human factors. Upon completion, students should be able to apply productivity improvement techniques.

ISC 140 DETAILED SCHED AND PLANNING 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.

ISC 216 WORK MEASUREMENT 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the techniques of work simplification, job method improvement, and sampling using the various charts and methods of evaluations to determine utilization. Emphasis is placed on the development of effective work methods and the charting of methods to improve output. Upon completion, students should be able to demonstrate the use of various charts and studies to indicate levels or changes in levels of performance.

ISC 221 STATISTICAL QUALITY CONTROL 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.

ISC 233 INDUSTRIAL ORG. & MGMT. 3 0 0 3
Prerequisites: ISC 135
Corequisites: None
This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses.

ISC 243 PROD & OPER MANAGEMENT I 2 3 0 3
Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems.

LASERS AND OPTICS

LEO 111	LASERS AND APPLICATIONS	1	3	0	2

Prerequisites: None
Local Prereq: MAT 121 OR MAT 161
Corequisites: MAT 122
This course covers the basic principles of laser operations and applications with a particular emphasis on laser safety. Topics include the properties of laser light, laser components, laser beam characteristics, and laser safety. Upon completion, students should be able to make measurements of laser beam characteristics and conduct a safety audit and hazards analysis of a laser facility.

LEGAL EDUCATION

LEX 110	INTRO TO PARALEGAL STUDY	2	0	0	2

Prerequisites: None
Corequisites: None
This course introduces the paralegal profession and the legal system and an emphasis is placed on the role of professional and legal ethics. Topics include regulation, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to understand the role of a paralegal and identify the skills, knowledge and ethics required of paralegals. *This course is also available through the Virtual Learning Community (VLC).*

LEX 120	LEGAL RESEARCH/WRITING I	2	2	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121	LEGAL RESEARCH/WRITING II	2	2	0	3

Prerequisites: LEX 120
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.
There is a $7.50 lab fee for this course.

LEX 130	CIVIL INJURIES	3	0	0	3

Prerequisites: None
Local prereq: ENG 111
Corequisites: None
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140	CIVIL LITIGATION I	3	0	0	3

Prerequisites: None
Corequisites: None
Local Coreq: LEX 130
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions. *This course is also available through the Virtual Learning Community (VLC).*

LEX 141	CIVIL LITIGATION II	2	2	0	3

Prerequisites: LEX 140
Corequisites: None
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.
There is a $7.50 lab fee for this course.

LEX 150	COMMERCIAL LAW	2	2	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and

		Class	Lab	Clin/ WExp	Credit Hours

understand the role of commercial paper. *This course is also available through the Virtual Learning Community (VLC).*

LEX 151	COMMERCIAL LAW II	3	0	0	3

Prerequisites: LEX 150
Corequisites: None
This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.

LEX 160	CRIMINAL LAW AND PROCEDURE	2	2	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 170	ADMINISTRATIVE LAW	2	0	0	2

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 210	REAL PROPERTY I	3	0	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 211	REAL PROPERTY II	1	4	0	3

Prerequisites: LEX 210
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.
There is a $15.00 lab fee for this course.

LEX 240	FAMILY LAW	3	0	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. *This course is also available through the Virtual Learning Community (VLC).*

LEX 250	WILLS, ESTATES, AND TRUSTS	2	2	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. *This course is also available through the Virtual Learning Community (VLC).*
There is a $7.50 lab fee for this course.

LEX 260	BANKRUPTCY AND COLLECTIONS	3	0	0	3

Prerequisites: None
Corequisites: None
Local Coreq: LEX 150
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270	LAW OFFICE MANAGEMENT/ TECHNOLOGY	1	2	0	2

Prerequisites: None
Local Prereq: OST 137 and ENG 111

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel. There is a $7.50 lab fee for this course.

LEX 280	ETHICS AND PROFESSIONALISM	2	0	0	2

Prerequisites: None
Local Prereq: LEX 121 or permission of instructor
Corequisites: None
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

LANDSCAPE GARDENING

LSG 111	BASIC LANDSCAPE TECHNIQUE	2	0	0	2

Prerequisites: None
Corequisites: None
This course introduces basic principles essential to sustainable landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic sustainable gardening techniques essential to maintaining a sustainable landscape.

LSG 121	FALL GARDENING LAB	0	6	0	2

Prerequisites: None
Corequisites: None
This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

LSG 122	SPRING GARDENING LAB	0	6	0	2

Prerequisites: None
Corequisites: None
This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.

		Class	Lab	Clin/ WExp	Credit Hours

MACHINING

MAC 111 MACHINING TECHNOLOGY I 2 12 0 6
Prerequisites: None
Corequisites: None
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 MACHINING TECHNOLOGY II 2 12 0 6
Prerequisites: None
Corequisites: None
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113 MACHINING TECHNOLOGY III 2 12 0 6
Prerequisites: None
Corequisites: None
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114 INTRODUCTION TO METROLOGY 2 0 0 2
Prerequisites: None
Corequisites: None
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 121 INTRO TO CNC 2 0 0 2
Prerequisites: None
Corequisites: None
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

		Class	Lab	Clin/ WExp	Credit Hours
MAC 122	CNC TURNING	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124	CNC MILLING	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 131	BLUEPRINT READING/MACH I	1	2	0	2

Prerequisites: None
Corequisites: None
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

MAC 141	MACHINING APPLICATIONS I	2	6	0	4

Prerequisites: None
Corequisites: None
This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

MAC 141A	MACHINING APPL I LAB	0	6	0	2

Prerequisites: None
Corequisites: None
This course provides an introduction to a variety of material-working processes, in a laboratory setting, that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

		Class	Lab	Clin/ WExp	Credit Hours
MAC 142	MACHINING APPLICATIONS II	2	6	0	4

Prerequisites: None
Corequisites: None
This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

MAC 142A	MACHINING APPL II LAB	0	6	0	2

Prerequisites: None
Corequisites: None
This course provides laboratory instruction in the wide variety of processes associated with machining. Topics include safety, equipment setup, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

MAC 143	MACHINING APPL III	2	6	0	4

Prerequisites: None
Corequisites: None
This course provides instruction in the field of advanced machining. Emphasis is placed on creating complex components, close-tolerance machining, precise measurement, and proper equipment usage. Upon completion, students should be able to demonstrate the ability to produce an accurately machined component with a quality finish using the proper machining process.

MAC 143A	MACHINING APPL III LAB	0	6	0	2

Prerequisites: None
Corequisites: None
This course provides laboratory instruction in the field of advanced machining. Emphasis is placed on creating complex components, close-tolerance machining, precise measurement, and proper equipment usage. Upon completion, students should be able to demonstrate the ability to produce an accurately machined component with a quality finish using the proper machining process.

MAC 151	MACHINING CALCULATIONS	1	2	0	2

Prerequisites: None
Corequisites: None
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 214	MACHINING TECHNOLOGY IV	2	12	0	6

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

MAC 215	MACHINING TECHNOLOGY V	2	12	0	6

Prerequisites: None
Corequisites: None
This course provides an opportunity to apply skills acquired in previous course work. Emphasis is placed on the production of parts using modern machining and gaging techniques. Upon completion, students should be able to demonstrate problem-solving skills as they relate to advanced machining.

MAC 222	ADVANCED CNC TURNING	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224	ADVANCED CNC MILLING	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 228	ADVANCED CNC PROCESSES	2	3	0	3

Prerequisites: None
Corequisites: None
This course covers advanced programming, setup, and operation of CNC turning centers and CNC milling centers. Topics include advanced programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture complex parts using CNC turning and milling centers.

MAC 229	CNC PROGRAMMING	2	0	0	2

Prerequisites: None
Corequisites: None
This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the

		Class	Lab	Clin/ WExp	Credit Hours

machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

MAC 231	CAM: CNC TURNING	1	4	0	3

Prerequisites: None
Corequisites: None
This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, and operational sequence, speed, feed, and cutting depth.

MAC 232	CAM: CNC MILLING	1	4	0	3

Prerequisites: None
Corequisites: None
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

MAC 233	APPL IN CNC MACHINING	2	12	0	6

Prerequisites: None
Corequisites: None
This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.

MAC 234	ADV MULTI-AXIS MACHIN	2	3	0	3

Prerequisites: None
Corequisites: None
This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes.

MAMMOGRAPHY

MAM 101	MAM PROC & IMAGE ANALYSIS	3	3	0	4

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides the fundamentals of mammography positioning, patient care, and image analysis. Topics include breast anatomy/physiology, pathology and treatment of breast disease, patient preparation/education, mammographic procedures, and interventional procedures. Upon completion, students should be able to demonstrate competence in these areas.

MAM 102	MAM INSTRUMENTATION & QA	3	0	0	3

Prerequisites: None
Corequisites: None
This course is a comprehensive study of physics, instrumentation, quality assurance, and quality control for analog and digital mammography imaging systems. Topics include system components, imaging principles, and guidelines for selecting exposure factors. Upon completion, students should be able to demonstrate an understanding of mammographic equipment, quality assurance, and quality control.

MAM 103	DIGITAL MAMMOGRAPHY	1	0	0	1

Prerequisites: None
Corequisites: None
This course is a comprehensive study of digital mammography. Topics include producing digital mammograms, understanding image processing, display, archive, and communication techniques, and determining proper image quality, radiation dose, and quality control procedures. Upon completion students should be able to demonstrate the concepts of digital imaging, the process to produce digital mammograms, and the establishment of QC procedures.

MAM 105	MAM CLINICAL ED	0	0	15	5

Prerequisites: None
Corequisites: None
This course provides the opportunity to apply knowledge gained from classroom instruction to the mammography clinical setting. Emphasis is placed on patient care and positioning, mammographic procedures, interventional/special examinations, image analysis, and quality control testing. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

MAM 109	MAMMOGRAPHY CAPSTONE	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides an overview of mammographic topics as practiced in the didactic and clinical settings. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the comprehensive knowledge required of an entry-level mammographer.

MATHEMATICS

		Class	Lab	Clin/ WExp	Credit Hours

Enrollment in any non-developmental math course more than two times requires the written permission of the Math/Physics department chair.

MAT 101 APPLIED MATHEMATICS I 2 2 0 3
Prerequisites: DMA 030, MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095 *or appropriate placement test score*
Corequisites: None
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.
There is a $7.50 lab fee for this course.

MAT 110 MATHEMATICAL MEASUREMENT 2 2 0 3
Prerequisites: Take one course; DMA 030, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or appropriate placement test score
Corequisites: None
This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.
There is a $7.50 lab fee for this course.

MAT 115 MATHEMATICAL MODELS 2 2 0 3
Prerequisites: Take one course: DMA 050, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 *or appropriate placement test score*
Corequisites: None
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. *This course is also available through the Virtual Learning Community (VLC).*
There is a $7.50 lab fee for this course.

MAT 120 GEOMETRY AND TRIGONOMETRY 2 2 0 3
Prerequisites: Take one course: DMA 040, MAT 070, MAT 080, MAT 090, MAT 095, MAT 121, MAT 161, MAT 171, or MAT 175 *or appropriate placement test score*

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.
There is a $7.50 lab fee for this course.

MAT 121 ALGEBRA/TRIGONOMETRY I 2 2 0 3
Prerequisites: Take one course: DMA 050, MAT 070, MAT 080, MAT 090, or MAT 095 *or appropriate placement test score*
Corequisites: None
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.
There is a $7.50 lab fee for this course.

MAT 122 ALGEBRA/TRIGONOMETRY II 2 2 0 3
Prerequisites: Take one course: MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.
There is a $7.50 lab fee for this course.

MAT 140 SURVEY OF MATHEMATICS 3 0 0 3
Prerequisites: Take one course: DMA 040, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 155 STATISTICAL ANALYSIS 3 0 0 3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: Take one course: DMA 050, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 *or appropriate placement score*
Corequisites: None
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 161 COLLEGE ALGEBRA 3 0 0 3
Prerequisites: Take one course: DMA 080, MAT 080, MAT 090, MAT 095 *or appropriate placement test score*
Local Prereq: Have credit for all the following courses; DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080 with a grade of "C" or better OR
Have credit for MAT 080, MAT 090, or MAT 095 with a grade of "C" or better OR
Appropriate placement test score
Corequisites: None
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 162 COLLEGE TRIGONOMETRY 3 0 0 3
Prerequisites: MAT 161
Corequisites: None
This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175 PRECALCULUS 4 0 0 4
Prerequisites: None
Local Prereq: MAT 161
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Local Coreq: MAT 175A
This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, and logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175A PRECALCULUS LAB 0 2 0 1
Prerequisites: None
Local Prereq: MAT 161
Corequisites: MAT 175
This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MAT 263 BRIEF CALCULUS 3 0 0 3
Prerequisites: Take one course: MAT 161, MAT 171, or MAT 175
Corequisites: None
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271 CALCULUS I 3 2 0 4
Prerequisites: MAT 172 or MAT 175
Corequisites: None
Local Prereq. Students must have a C or better in MAT 175
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
MAT 272	CALCULUS II	3	2	0	4

Prerequisites: MAT 271
Corequisites: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

MAT 273	CALCULUS III	3	2	0	4

Prerequisites: MAT 272
Corequisites: None
This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

MAT 280	LINEAR ALGEBRA	3	0	0	3

Prerequisites: MAT 271
Corequisites: None
This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 285	DIFFERENTIAL EQUATIONS	3	0	0	3

Prerequisites: MAT 272
Corequisites: None
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use

		Class	Lab	Clin/ WExp	Credit Hours

differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MECHANICAL

MEC 110 INTRODUCTION TO CAD/CAM 1 2 0 2
Prerequisites: None
Corequisites: None
This course introduces computer-aided drafting (CAD) and computer-aided manufacturing (CAM). Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 MACHINE PROCESSES I 1 4 0 3
Prerequisites: None
Corequisites: None
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.
There is a $15.00 lab fee for this course.

MEC 112 MACHINE PROCESSES II 2 3 0 3
Prerequisites: MEC 111
Corequisites: None
This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts

MEC 130 MECHANISMS 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.
There is a $7.50 lab fee for this course.

MEC 142 PHYSICAL METALLURGY 1 2 0 2
Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

MEC 161 MANUFACTURING PROCESSES I 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

MEC 161A MANUFACTURING PROCESSES I LAB 0 3 0 1
Prerequisites: None
Corequisites: MEC 161
This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.
There is a $11.25 lab fee for this course.

MEC 172 INTRO TO METALLURGY 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

MEC 180 ENGINEERING MATERIALS 2 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications. *This course is also available through the Virtual Learning Community (VLC).*
There is a $11.25 lab fee for this course.

MEC 236 REGIONAL MANUFACTURING 1 4 0 3
Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces the local and regional manufacturing facilities. Emphasis is placed on on-site tours and interaction with manufacturing personnel. Upon completion, students should be able to identify local and regional manufacturers, their products, basic methods, personnel, and hiring standards.
There is a $15.00 lab fee for this course.

MEC 250	STATICS AND STRENGTH OF MATERIALS	4	3	0	5

Replace with EGR 250

MEDICAL ASSISTING

MED 110	ORIENTATION TO MED ASSISTING	1	0	0	1

Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisites: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 112	ORIENTATION TO THE CLINIC SETTING I	0	0	3	1

Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisites: None
This course provides an early opportunity to observe the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patients, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment.

MED 113	ORIENTATION TO THE CLINIC SETTING II	0	0	6	2

Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program MED 112
Corequisites: None
This course provides an opportunity to observe and/or perform in the medical setting. Emphasis is placed on administrative and clinical medical assisting. Upon completion, students should be able to identify administrative and clinical procedures in the health care environment.

MED 114	PROFESSIONAL INTERACTION IN HEALTH CARE	1	0	0	1

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: Enrollment in the Medical Assisting program
Corequisites: None
This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

MED 116	INTRODUCTION TO A & P	3	2	0	4

Prerequisites: None
Corequisites: None
This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

MED 118	MEDICAL LAW AND ETHICS	2	0	0	2

Prerequisites: None
Corequisites: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 120	SURVEY OF MED TERMINOLOGY	2	0	0	2

Prerequisites: None
Corequisites: None
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

MED 121	MEDICAL TERMINOLOGY I	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122	MEDICAL TERMINOLOGY II	3	0	0	3

Prerequisites: MED 121

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130	ADMINISTRATIVE OFFICE PROCEDURES I	1	2	0	2

Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisites: None
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.
There is a $7.50 lab fee for this course.

MED 131	ADMINISTRATIVE OFFICE PROCEDURES II	1	2	0	2

Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program MED 130
Corequisites: None
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.
There is a $7.50 lab fee for this course.

MED 140	EXAMINING ROOM PROCEDURES I	3	4	0	5

Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisites: None
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.
There is a $15.00 lab fee for this course.

MED 150	LABORATORY PROCEDURES I	3	4	0	5

Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.
There is a $15.00 lab fee for this course.

MED 180 CPR CERTIFICATION 0 2 0 1
Prerequisites: None
Corequisites: None
This course provides the basic knowledge and skills necessary to perform infant, child, and adult CPR and to manage foreign body airway obstruction. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to perform the infant, child, and adult CPR.
There is a $7.50 lab fee for this course.

MED 182 CPR FIRST AID & EMERGENCY 1 2 0 2
Prerequisites: None
Corequisites: None
This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care.
There is a $7.50 lab fee for this course.

MED 232 MEDICAL INSURANCE CODING 1 3 0 2
Prerequisites: None
Corequisites: None
This course is designed to develop coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 240 EXAMINING ROOM PROCEDURES II 3 4 0 5
Prerequisites: MED 140
Local Prereq: Enrollment in the Medical Assisting program
Corequisites: None
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.
There is a $15.00 lab fee for this course.

MED 260 MED CLINICAL PRACTICUM 0 0 15 5
Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: Enrollment in the Medical Assisting program and permission of department chair and MED 110, MED 131, MED 150, MED 240
Corequisites: None
Local Coreq: MED 262
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 CLINICAL PERSPECTIVES 1 0 0 1
Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program and permission of department chair and MED 110, MED 131, MED 150, MED 240
Corequisites: None
Local Coreq: MED 260
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 MEDICAL ASSISTING OVERVIEW 2 0 0 2
Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisites: None
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 SYMPTOMATOLOGY 2 2 0 3
Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisites: None
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.
There is a $7.50 lab fee for this course.

MED 272 DRUG THERAPY 3 0 0 3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program.
Corequisites: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276	PATIENT EDUCATION	1	2	0	2

Prerequisites: None
Local Prereq: Enrollment in the Medical Assisting program
Corequisites: None
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MARKETING AND RETAILING

MKT 120	PRINCIPLES OF MARKETING	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121	RETAILING	3	0	0	3

Prerequisites: None
Corequisites: None
This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122	VISUAL MERCHANDISING	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon

		Class	Lab	Clin/ WExp	Credit Hours

completion, students should be able to plan, build, and evaluate designs and displays. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

MKT 123 FUNDAMENTALS OF SELLING 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 ADVERTISING AND SALES PROMOTION 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 223 CUSTOMER SERVICE 3 0 0 3
Prerequisites: None
Corequisites: None
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MKT 224 INTERNATIONAL MARKETING 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

MKT 225 MARKETING RESEARCH 3 0 0 3
Prerequisites: MKT 120
Corequisites: None
This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and

		Class	Lab	Clin/ WExp	Credit Hours

conduct a marketing research project and interpret the results. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).*

MKT 227	MARKETING APPLICATIONS	3	0	0	3

Prerequisites: None
Corequisites: None
This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy.

MKT 232	SOCIAL MEDIA MARKETING	3	2	0	4

Prerequisites: None
Corequisites: None
This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

MAINTENANCE

MNT 110	INTRODUCTION TO MAINTENANCE PROCEDURES	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.
There is a $11.25 lab fee for this course.

MNT 111	MAINTENANCE PRACTICES	2	2	0	3

Prerequisites: None
Corequisites: None
This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of

		Class	Lab	Clin/ WExp	Credit Hours

modern analytical and documentation methods. *This course is also available through the Virtual Learning Community (VLC).*

MNT 150	BASIC BUILDING MAINTENANCE	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces the basic skills of building maintenance. Topics include basic carpentry and masonry skills including forming, framing, laying block to a line, repairing, and other related topics. Upon completion, students should be able to perform basic carpentry and masonry skills in a maintenance setting.

MNT 160	INDUSTRIAL FABRICATION	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.

MNT 220	RIGGING & MOVING	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

MNT 240	INDUST EQUIP TROUBLESHOOT	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MNT 270	BIOPROCESS EQUIP MAINT	1	3	0	2

Prerequisites: MNT 110
Corequisites: None
This course covers the equipment used in a bioprocess manufacturing facility and the techniques used to maintain and troubleshoot it. Topics include types of equipment, the role of equipment in the bioprocess manufacturing facility, troubleshooting bioprocess equipment, and the role of a bioprocess maintenance technician. Upon completion,

		Class	Lab	Clin/ WExp	Credit Hours

students should be able to maintain and troubleshoot bioprocess equipment in a biotechnology manufacturing facility using work techniques appropriate for the biotechnology industry.

MAGNETIC RESONANCE IMAGING

MRI 210 MRI PHYSICS AND EQUIPMENT 3 0 0 3
Prerequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
Corequisites: None
This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.

MRI 211 MRI PROCEDURES 4 0 0 4
Prerequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
Corequisites: None
This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.

MRI 231 MRI CLINICAL PRACTICUM 0 0 33 11
Prerequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate programs
Corequisites: None
This course provides experience in the magnetic resonance clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

MRI 240 QUALITY ASSURANCE 2 0 0 2
Prerequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
Corequisites: None
This course integrates aspects of MRI as practiced in the classroom and clinical settings. Emphasis is placed on study skills, quality assurance, and content specifications of the

		Class	Lab	Clin/ WExp	Credit Hours

ARRT advanced level exam. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the ARRT exam.

MRI 271	MRI CAPSTONE	1	0	0	1

Prerequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
Corequisites: None
This course provides experience using problem solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate knowledge required of any entry level MR technologist.

THERAPEUTIC MASSAGE

MTH 110	FUNDAMENTALS OF MASSAGE	6	9	3	10

Prerequisites: None
Local prereq: Enrollment in Therapeutic Massage program
Corequisites: None
This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.
There is a $33.75 lab fee for this course.

MTH 120	THER MASSAGE APPLICATIONS	6	9	3	10

Prerequisites: MTH 110
Local Prereq: Enrollment in Therapeutic Massage program.
Corequisites: None
This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations. *At PCC, students will be introduced to clinical massage techniques that may be used in the clinical environment*

MTH 121	CLINICAL SUPPLEMENT I	0	0	3	1

Prerequisites: None
Local Prereq: Enrollment in Therapeutic Massage program.
Corequisites: Take one course: MTH 110, MTH 120, MTH 125, MTH 210, or MTH 220
This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting.

		Class	Lab	Clin/ WExp	Credit Hours
MTH 125	ETHICS OF MASSAGE	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in Therapeutic Massage program.
Corequisites: None
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion, students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues. *At PCC, students will prepare to enter the clinical environment.*

MTH 130	THERAPEUTIC MASSSAGE MGMT	2	0	0	2

Prerequisites: MTH 110
Local Prereq: Enrollment in Therapeutic Massage program.
Corequisites: None
This course introduces the basic responsibilities in the development and administration of a professional massage therapy practice. Emphasis is placed on identifying successful practice management methods such as selecting a business structure, negotiating a contract/lease, developing a business/marketing plan, designing a massage space, differentiating spa from clinical practice, management of client/financial records and physician referral. Upon completion, students should be able to demonstrate the knowledge and skills necessary to develop and manage a massage therapy practice.

MTH 180	MASSAGE BRIDGING COURSE	2	3	0	3

Prerequisites: None
Local Prereq: Enrollment in Therapeutic Massage program.
Corequisites: None
This course is designed to bridge the knowledge gained in continuing education or proprietary massage programs with knowledge gained in a therapeutic massage curriculum program. Emphasis is placed on musculoskeletal anatomy, physiology, and pathology, client assessment, ethics, practice management issues and NC laws and rules. Upon completion, students should be able to complete advanced practice skills.

MTH 210	ADV SKILLS OF MASSAGE	4	9	3	8

Prerequisites: MTH 120 or MTH 121
Local Prereq: Enrollment in Therapeutic Massage program.
Corequisites: None
This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered. *At PCC, students will receive training in neuromuscular therapy based on the curriculum of the Neuromuscular Therapy Training Center in St. Petersburg, Florida.*
There is a $33.75 lab fee for this course..

		Class	Lab	Clin/ WExp	Credit Hours
MTH 220	OUTCOME-BASED MASSAGE	4	6	3	7

Prerequisites: Take one course: MTH 120, MTH 121, or MTH 221
Local Prereq: Enrollment in Therapeutic Massage program.
Corequisites: None
Local Coreq: BIO 271
This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered. *At PCC, students are prepared to work in a clinical setting.*

MTH 221	CLINICAL SUPPLEMENT II	0	0	6	2

Prerequisites: MTH 110
Local Prereq: Enrollment in Therapeutic Massage program.
Corequisites: MTH 120, MTH 125, MTH 210 or MTH 220
This course is designed to be offered as an advanced clinical experience. Emphasis is placed on applying an advanced therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage at an advanced level in a clinical setting.

MUSIC

MUS 110	MUSIC APPRECIATION	3	0	0	3

Prerequisites: None
Corequisites: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

MUS 111	FUNDAMENTALS OF MUSIC	3	0	0	3

Prerequisites: None
Corequisites: None
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 113	AMERICAN MUSIC	3	0	0	3

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 131 CHORUS I 0 2 0 1
Prerequisites: None
Corequisites: None
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MUS 132 CHORUS II 0 2 0 1
Prerequisites: MUS 131
Corequisites: None
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MUS 133 BAND I 0 2 0 1
Prerequisites: None
Corequisites: None
This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 134 BAND II 0 2 0 1
Prerequisites: MUS 133
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 137 ORCHESTRA I 0 2 0 1
Prerequisites: None
Corequisites: None
This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MUS 138 ORCHESTRA II 0 2 0 1
Prerequisites: MUS 137
Corequisites: None
This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MUS 141 ENSEMBLE I 0 2 0 1
Prerequisites: None
Corequisites: None
This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 142 ENSEMBLE II 0 2 0 1
Prerequisites: MUS 141
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 151	CLASS MUSIC I	0	2	0	1

Prerequisites: None
Corequisites: None
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 151P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 152	CLASS MUSIC II	0	2	0	1

Prerequisites: MUS 151
Corequisites: None
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 152P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course requirement. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 210	HISTORY OF ROCK MUSIC	3	0	0	3

Prerequisites: None
Corequisites: None
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 231	CHORUS III	0	2	0	1

Prerequisites: MUS 132
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 232 CHORUS IV 0 2 0 1
Prerequisites: MUS 231
Corequisites: None
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 237 ORCHESTRA III 0 2 0 1
Prerequisites: MUS 138
Corequisites: None
This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

MUS 238 ORCHESTRA IV 0 2 0 1
Prerequisites: MUS 237
Corequisites: None
This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

NETWORKING TECHNOLOGY

NET 125 NETWORKING BASICS 1 4 0 3
Prerequisites: None
Local Prereq: CIS 070 or CIS 110 appropriate placement test score
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.
There is a $15.00 lab fee for this course.

NET 126	ROUTING BASICS	1	4	0	3

Prerequisites: NET 125
Corequisites: None
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.
There is a $15.00 lab fee for this course.

NET 175	WIRELESS TECHNOLOGY	2	2	0	3

Prerequisites: NET 110 or NET 125
Local Prereq: NET 126
Corequisites: None
This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.
There is a $7.50 lab fee for this course.

NET 225	ROUTING & SWITCHING I	1	4	0	3

Prerequisites: NET 126
Corequisites: None
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.
There is a $15.00 lab fee for this course.

NET 226	ROUTING & SWITCHING II	1	4	0	3

Prerequisites: NET 225
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.
There is a $15.00 lab fee for this course.

NET 289	NETWORKING PROJECT	1	4	0	3

Prerequisites: None
Corequisites: NET 226
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.
There is a $15.00 lab fee for this course

NUCLEAR MEDICINE

NMT 110	INTRODUCTION TO NUCLEAR MEDICINE	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None
This course provides a comprehensive introduction to the field of nuclear medicine. Topics include overview of school, program, and profession; medical terminology and ethics; medical legal issues; general patient care and radiation safety practices; and departmental organization. Upon completion, students should be able to utilize various learning resources and demonstrate understanding of radiation safety standards and ethical, professional conduct.

NMT 110A	INTRODUCTION TO NUCLEAR MEDICINE LAB	0	3	0	1

Prerequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: NMT 110
This course is a laboratory to accompany NMT 110. Emphasis is placed on laboratory experiences that enhance material presented in NMT 110. Upon completion, students should be able to apply the laboratory experiences to the material presented in NMT 110.
There is a $11.25 lab fee for this course.

NMT 126	NUCLEAR PHYSICS	2	0	0	2

Prerequisites: NMT 110

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None
This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production of radionuclides with emphasis on radionuclide generators, and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course.

NMT 132	OVERVIEW-CLINICAL NUCLEAR MEDICINE	2	0	6	4

Prerequisites: NMT 110
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None
This course is designed to familiarize students with the clinical practice of nuclear medicine. Emphasis is placed on the routine clinical procedures, radiopharmaceuticals and dosage, equipment manipulation, and basic patient care. Upon completion, students should be able to demonstrate integration of the principles covered in the classroom with the clinical experience.

NMT 134	NUCLEAR PHARMACY	2	0	0	2

Prerequisites: NMT 110
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None
This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling, disposition, and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine.

NMT 136	HEALTH PHYSICS	2	0	0	2

Prerequisites: NMT 110
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None
This course covers the regulations and practices that ensure minimum exposure of patients, co-workers, and self to ionizing radiation. Topics include interactions of radiation with matter, protective practices, state and federal regulatory agencies and their directives, and methods of monitoring exposure. Upon completion, students should be able to demonstrate an understanding of the regulations and practices presented in the course.

NMT 211	NMT CLINICAL PRACTICE I	0	0	21	7

Prerequisites: NMT 132
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclide. Upon completion, students should be able to demonstrate performance of the procedures covered in the course.

NMT 212	PROCEDURES FOR NUCLEAR MEDICINE I	2	0	0	2

Prerequisites: None
Local Prereq: NMT 110 Enrollment in Nuclear Medicine Technology program
Corequisites: NMT 132
This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures presented in the course.

NMT 212A	PROCEDURES FOR NUCLEAR MEDICINE I LAB	0	3	0	1

Prerequisites: None
Local Prereq: NMT 110 Enrollment in Nuclear Medicine Technology program.
Corequisites: NMT 212 and NMT 132
This course is a laboratory to accompany NMT 212. Emphasis is placed on experiences that enhance material presented in NMT 212. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 212.
There is a $11.25 lab fee for this course

NMT 214	RADIOBIOLOGY	2	0	0	2

Prerequisites: NMT 132
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None
This course covers the principles of radiation biology. Emphasis is placed on a system's sensitivity to radiation, radiation pathology, and the biological effects of radiation. Upon completion, students should be able to demonstrate an understanding of the effects of radiation in nuclear medicine.

NMT 215	NON-IMAGING INSTRUMENTATION	1	3	0	2

Prerequisites: NMT 132
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None
This course covers the proper operation of various types of non-imaging equipment used in nuclear medicine. Emphasis is placed on principles of radiation detection, quality control procedures, various counting problems, and machine-specific operating procedures. Upon completion, students should be able to demonstrate the proper use of the devices discussed in the course.

		Class	Lab	Clin/ WExp	Credit Hours

There is a $11.25 lab fee for this course.

NMT 218 COMPUTERS IN NUCLEAR MEDICINE 2 0 0 2
Prerequisites: NMT 132
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None
This course provides a general introduction to the operation of computers and the application of computers to the field of nuclear medicine. Topics include number systems, major system components, input/output devices, and acquisition and processing of nuclear medicine images. Upon completion, students should be able to demonstrate an understanding of the concepts presented.

NMT 221 NMT CLINICAL PRACTICE II 0 0 21 7
Prerequisites: NMT 132
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None
This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course.

NMT 222 PROCEDURES FOR NUCLEAR MEDICINE II 2 0 0 2
Prerequisites: NMT 132
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: None
This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course.

NMT 222A PROCEDURES FOR NUCLEAR MEDICINE II LAB 0 3 0 1
Prerequisites: NMT 132
Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: NMT 222
This course is a laboratory to accompany NMT 222. Emphasis is placed on experiences that enhance material presented in NMT 222. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 222.
There is a $11.25 lab fee for this course.

NMT 289 NUC MED TECH TOPICS 3 2 0 3
Prerequisites: NMT 211

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: Enrollment in Nuclear Medicine Technology program.
Corequisites: NMT 222
This course covers professional practice in nuclear medicine. Emphasis is placed on the procedures vital to a clinical nuclear medicine staff technologist. Upon completion, students should be able to demonstrate a comprehensive knowledge of nuclear medicine and be prepared for the comprehensive examination.
There is a $7.50 lab fee for this course.

NETWORKING OPERATING SYSTEMS

NOS 110	OPERATING SYSTEM CONCEPTS	2	3	0	3

Prerequisites: None
Local Prereq: CIS 070 or CIS 110 appropriate placement test score
Corequisites: None
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.
There is a $11.25 lab fee for this course

NOS 120	LINUX/UNIX SINGLE USER	2	2	0	3

Prerequisites: NOS 110 or CET 211
Corequisites: None
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.
There is a $7.50 lab fee for this course

NOS 130	WINDOWS SINGLE USER	2	2	0	3

Prerequisites: NOS 110 or CET 211
Corequisites: None
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.
There is a $7.50 lab fee for this course

NOS 230	WINDOWS ADMIN I	2	2	0	3

Prerequisites: NOS 130
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.
There is a $7.50 lab fee for this course

NOS 231	WINDOWS ADMIN II	2	2	0	3

Prerequisites: NOS 230
Corequisites: None
This course covers implementing, managing, and maintaining a Windows Server network infrastructure. Topics include implementing, managing, and maintaining IP addressing, name resolution, network security, routing and remote access, and managing a network infrastructure. Upon completion, students should be able to manage and maintain a Windows Server environment
There is a $7.50 lab fee for this course

NURSING

NUR 111	INTRO TO HEALTH CONCEPTS	4	6	6	8

Prerequisites: None
Local Prereq: Enrollment in the Associate Degree Nursing program.
Corequisites: None
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.
There is a $22.50 lab fee for this course.

NUR 112	HEALTH-ILLNESS CONCEPTS	3	0	6	5

Prerequisites: NUR 111
Local Prereq: Enrollment in the Associate Degree Nursing program.
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113	FAMILY HEALTH CONCEPTS	3	0	6	5

Prerequisites: NUR 111

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: Enrollment in the Associate Degree Nursing program. NUR 112 and NUR 114
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 HOLISTIC HEALTH CONCEPTS 3 0 6 5
Prerequisites: NUR 111
Local Prereq: Enrollment in the Associate Degree Nursing program.
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 211 HEALTH CARE CONCEPTS 3 0 6 5
Prerequisites: NUR 111
Local Prereq: Enrollment in the Associate Degree Nursing program. NUR 112, NUR 113, NUR 114
Corequisites: None
Local Coreq: BIO 271
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 HEALTH SYSTEM CONCEPTS 3 0 6 5
Prerequisites: NUR 111
Local Prereq: Enrollment in the Associate Degree Nursing program. NUR 112, NUR 113, NUR 114.
Corequisites: None
Local Coreq: BIO 271
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice.

		Class	Lab	Clin/ WExp	Credit Hours

Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213	COMPLEX HEALTH CONCEPTS	4	3	15	10

Prerequisites: NUR 111
Local Prereq: Enrollment in the Associate Degree Nursing program.
Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.
There is an $11.25 lab fee for this course.

NUR 214	NSG TRANSITION CONCEPTS	3	0	3	4

Prerequisites: None
Corequisites: None
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

OPERATIONS MANAGEMENT

OMT 132	ISO 9000 STANDARDS	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the current version of the ISO 9000 series of standards. Topics include the ISO 9000 series of standards and proper implementation of these standards in an organization. Upon completion, students should be able to identify the proper ISO standard for registration and demonstrate a detailed understanding of each standard.

OMT 222	PROJECT MANAGEMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods.

		Class	Lab	Clin/ WExp	Credit Hours

OFFICE SYSTEMS TECHNOLOGY

OST 131 KEYBOARDING 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.
There is a $7.50 lab fee for this course.

OST 134 TEXT ENTRY & FORMATTING 2 2 0 3
Prerequisites: None
Local Prereq; OST 131
Corequisites: None
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.
There is a $7.50 lab fee for this course.

OST 136 WORD PROCESSING 2 2 0 3
Prerequisites: None
Local Prereq: OST 131 or permission by department chair
Corequisites: None
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.
There is a $7.50 lab fee for this course.

OST 137 OFFICE SOFTWARE APPLICAT 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.
There is a $7.50 lab fee for this course.

OST 138 ADVANCED SOFTWARE APPL 2 2 0 3
Prerequisites: Take one course: OST 137, CIS 111, or CIS 110
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Additional emphasis is placed on spreadsheet and database design and development. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.
There is a $7.50 lab fee for this course.

OST 140	INTERNET COMM/RESEARCH	1	2	0	2

Prerequisites: None
Corequisites: None
This course provides a working knowledge of Internet usage and research for the modern office. Emphasis is placed on using search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment. Upon completion, students should be able to use the Internet to research any office topics required for employment.

OST 143	DENTAL OFFICE TERMINOLOGY	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the dental office. Topics include dental anatomy and oral structures, tooth origin and formation, examination and prevention, tooth restorations, radiography, pain management and pharmacology. Upon completion, students should be able to pronounce, spell, and define dental terms as related to a dental practice.

OST 147	DENTAL BILLING AND CODING	3	0	0	3

Prerequisites: OST 143
Corequisites: None
This course introduces Current Procedural Terminology, International Classification of Diseases, and Healthcare Common Procedural Coding System coding as they apply to dental insurance and billing. Topics include Current Dental Terminology-2 Dental Codes, office collections, American Dental Association Dental Claim Form, and insurance coverage. Upon completion, students should be able to describe the steps of the total billing/collections cycle for a dental office.

OST 148	MED CODING BILLING & INSU	3	0	0	3

Prerequisites: None
Local Prereq; MED 122
Corequisites: None
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

		Class	Lab	Clin/ WExp	Credit Hours

OST 149 MEDICAL LEGAL ISSUES 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 153 OFFICE FINANCE SOLUTIONS 1 2 0 2
Prerequisites: None
Local prereq: ACC 111 or ACC 120
Corequisites: None
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.
There is a $7.50 lab fee for this course.

OST 155 LEGAL TERMINOLOGY 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms. *This course is a unique concentration requirement in the Legal Office Systems Technology concentration in the Office Systems Technology program.*

OST 156 LEGAL OFFICE PROCEDURES 2 2 0 3
Prerequisites: OST 134
Corequisites: None
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. *This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program.*
There is a $7.50 lab fee for this course.

OST 162 EXECUTIVE TERMINOLOGY 3 0 0 3
Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

OST 164	TEXT EDITING APPLICATIONS	3	0	0	3

Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate placement test score
Corequisites: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184	RECORDS MANAGEMENT	2	2	0	3

Prerequisites: None
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.
There is a $7.50 lab fee for this course.

OST 233	OFFICE PUBLICATIONS DESIGN	2	2	0	3

Prerequisites: OST 136
Corequisites: None
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.
There is a $7.50 lab fee for this course.

OST 236	ADV WORD/INFORMATION PROC	2	2	0	3

Prerequisites: OST 136
Corequisites: None
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.
There is a $7.50 lab fee for this course.

OST 241	MEDICAL OFFICE TRANSCRIPTION I	1	2	0	2

Prerequisites: MED 121 or OST 141
Local Prereq: MED 122, OST 134, OST 136, and OST 164
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.
There is a $7.50 lab fee for this course.

OST 242	MED OFC TRANSCRIPTION II	1	2	0	2

Prerequisites: OST 241
Corequisites: None
This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.
There is a $7.50 lab fee for this course.

OST 243	MEDICAL OFFICE SIMULATION	2	2	0	3

Prerequisites: OST 148
Local Prereq: MED 122
Corequisites: None
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.
There is a $7.50 lab fee for this course.

OST 245	DENTAL OFFICE MANAGEMENT	2	2	0	3

Prerequisites: OST 147
Corequisites: None
This course introduces the organizational structures, professional issues, and major functions of management in a dental office. Topics include communication skills, telephone techniques, patient relations, clinical records, bookkeeping procedures, office equipment, and inventory management. Upon completion, students should be able to apply the concepts of management within a dental office.
There is a $7.50 lab fee for this course.

OST 246	DENTAL OFFICE SIMULATION	2	2	0	3

Prerequisites: OST 147
Corequisites: None
This course introduces dental software systems used to process information in the dental office. Topics include electronic information entering, storing, and retrieving in the dental office billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections in a dental office software system.

		Class	Lab	Clin/ WExp	Credit Hours

There is a $7.50 lab fee for this course.

OST 247	PROCEDURE CODING	1	2	0	2

Prerequisites: MED 121 or OST 141
Local Prereq: OST 148
Corequisites: None
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.
There is a $7.50 lab fee for this course.

OST 248	DIAGNOSTIC CODING	1	2	0	2

Prerequisites: MED 121 or OST 141
Local Prereq: OST 148 or (HIT 110 and BIO 169)
Corequisites: None
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.
There is a $7.50 lab fee for this course.

OST 249	CPC CERTIFICATION	3	2	0	4

Prerequisites: OST 247 and OST 248
Corequisites: None
This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.
There is a $7.50 lab fee for this course.

OST 250	LONG-TERM CARE CODING	1	2	0	2

Prerequisites: MED 122 or OST 142
Corequisites: None
This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services.

OST 252	LEGAL TRANSCRIPTION I	2	2	0	3

Prerequisites: OST 134 or OST 136 and OST 155
Corequisites: None
This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy. *This course is a unique concentration requirement in the Legal Office Systems Technology concentration in the Office Systems Technology program.*

		Class	Lab	Clin/ WExp	Credit Hours

There is a $7.50 lab fee for this course.

OST 281	EMERG ISSUES IN MED OFC	3	0	0	3

Prerequisites: None
Local Prereq: MED 122 and OST 131
Corequisites: None
This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.

OST 284	EMERGING TECHNOLOGIES	1	2	0	2

Prerequisites: None
Local Prereq; Take one course: OST 137, CIS 110, or CIS 111
Corequisites: None
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.
There is a $7.50 lab fee for this course.

OST 286	PROFESSIONAL DEVELOPMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289	ADMINISTRATIVE OFFICE MGT	2	2	0	3

Prerequisites: OST 164 and either OST 134 or OST 136
Local Prereq: OST 134, OST 136, OST 164
Corequisites: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.
There is a $7.50 lab fee for this course.

OCCUPATIONAL THERAPY ASSISTANT

		Class	Lab	Clin/ WExp	Credit Hours
OTA 110	FUNDAMENTALS OF OT	2	3	0	3

Prerequisites: None
Corequisites: BIO 165 or BIO 168
This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference.

OTA 120	OT MEDIA I	1	3	0	2

Prerequisites: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisites: OTA 110
This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations. There is a $11.25 lab fee for this course.

OTA 130	ASSESSMENT SKILLS	2	3	0	3

Prerequisites: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisites: OTA 110
This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills.
There is a $11.25 lab fee for this course.

OTA 140	PROFESSIONAL SKILLS I	0	3	0	1

Prerequisites: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program OTA 120
Corequisites: OTA 110
This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, and therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between

		Class	Lab	Clin/ WExp	Credit Hours

roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling.

OTA 150	LIFE SPAN SKILLS I	2	3	0	3

Prerequisites: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program OTA 220, OTA 240
Corequisites: PSY 241 and OTA 170
This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings.

OTA 161	FIELDWORK I-PLACEMENT 1	0	0	3	1

Prerequisites: OTA 120 and OTA 140
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisites: OTA 130
Local Coreq: OTA 170, OTA 220, OTA 240
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 162	FIELDWORK I-PLACEMENT 2	0	0	3	1

Prerequisites: OTA 120 and OTA 140
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisites: OTA 130
Local Coreq: OTA 150, OTA 180, OTA 250
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 163	FIELDWORK I-PLACEMENT 3	0	0	3	1

Prerequisites: OTA 120 and OTA 140
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Corequisites: OTA 130
Local Coreq: OTA 150, OTA 180, OTA 250
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse

		Class	Lab	Clin/ WExp	Credit Hours

client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 170	PHYSICAL DYSFUNCTION	2	3	0	3

Prerequisites: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program BIO 169 OTA 140
Corequisites: OTA 130
This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment.

OTA 180	PSYCHOSOCIAL DYSFUNCTION	2	3	0	3

Prerequisites: PSY 281
Local Prereq: Enrollment in the Occupational Therapy Assistant program OTA 170, OTA 220, OTA 240
Corequisites: OTA 130
This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/ socioeconomic/ cultural contexts.

OTA 220	OT MEDIA II	1	6	0	3

Prerequisites: OTA 120 and OTA 130
Local Prereq: Enrollment in the Occupational Therapy Assistant program OTA 140
Corequisites: None
This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes. There is a $22.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
OTA 240	PROFESSIONAL SKILLS II	0	3	0	1

Prerequisites: OTA 140
Local Prereq: Enrollment in the Occupational Therapy Assistant program OTA 130
Corequisites: None
This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks. *At PCC, students will also learn the role of the COTA in research.*

OTA 250	LIFE SPAN SKILLS II	2	3	0	3

Prerequisites: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program OTA 220, OTA 240
Corequisites: PSY 241, OTA 170, and OTA 180
This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings. *At PCC, students will also use a case study format to sharpen clinical reasoning skills and enhance activity development.*

OTA 260	FIELDWORK II-PLACEMENT 1	0	0	18	6

Prerequisites: None
Local Prereq: Successful completion of all required OTA curriculum courses except OTA 261
Corequisites: None
Local Coreq: This course must be completed within 18 months of the completion of all other OTA course work
This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

OTA 261	FIELDWORK II-PLACEMENT 2	0	0	18	6

Prerequisites: None
Local Prereq: Successful completion of all required OTA curriculum courses except OTA 260
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Local Coreq: This course must be completed within 18 months of the completion of all other OTA course work

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

PHYSICAL EDUCATION

PED 110 FIT AND WELL FOR LIFE 1 2 0 2
Prerequisites: None
Corequisites: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 111 PHYSICAL FITNESS I 0 3 0 1
Prerequisites: None
Corequisites: None
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 113 AEROBICS I 0 3 0 1
Prerequisites: None
Corequisites: None
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 117 WEIGHT TRAINING I 0 3 0 1

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 118 WEIGHT TRAINING II 0 3 0 1
Prerequisites: PED 117
Corequisites: None
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 125 SELF-DEFENSE-BEGINNING 0 2 0 1
Prerequisites: None
Corequisites: None
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 128 GOLF-BEGINNING 0 2 0 1
Prerequisites: None
Corequisites: None
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 130 TENNIS-BEGINNING 0 2 0 1
Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 131	TENNIS-INTERMEDIATE	0	2	0	1

Prerequisites: PED 130
Corequisites: None
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 139	BOWLING-BEGINNING	0	2	0	1

Prerequisites: None
Corequisites: None
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 143	VOLLEYBALL-BEGINNING	0	2	0	1

Prerequisites: None
Corequisites: None
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 144	VOLLEYBALL-INTERMEDIATE	0	2	0	1

Prerequisites: PED 143
Corequisites: None
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
PED 145	BASKETBALL BEGINNING	0	2	0	1

Prerequisites: None
Corequisites: None
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 146	BASKETBALL-INTERMEDIATE	0	2	0	1

Prerequisites: PED 145
Corequisites: None
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 148	SOFTBALL	0	2	0	1

Prerequisites: None
Corequisites: None
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PED 150	BASEBALL/BEGINNING	0	3	0	1

Prerequisites: None
Corequisites: None
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 151	BASEBALL/INTERMEDIATE	0	3	0	1

Prerequisites: PED 150
Corequisites: None
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion,

		Class	Lab	Clin/ WExp	Credit Hours

students should be able to play baseball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

PED 210	TEAM SPORTS	0	3	0	1

Prerequisites: None
Corequisites: None
This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 220	EXERCISE FOR THE PHYSICALLY CHALLENGED	0	2	0	1

Prerequisites: None
Corequisites: None
This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well being. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $7.50 lab fee for this course.

POSITRON EMISSION TOMOGRAPHY

PET 110	INTRODUCTION TO PET	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program.
Corequisites: None
This course introduces the students to the Positron Emission Tomography profession. Topics include the history of the profession and the role of the PET technologist, medical ethics and legal issues, and department organizations. Upon completion, students should be able to demonstrate a basic understanding of the PET profession through computerized exams and projects.

PET 112	PET PROCEDURES	3	0	0	3

Prerequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program.
Corequisites: None
This course covers the procedures of Positron Emission Tomography. Topics include all relevant procedures related to PET imaging with an emphasis placed on oncology,

		Class	Lab	Clin/ WExp	Credit Hours

neurology and cardiology. Upon completion, students should be able to demonstrate competence in PET procedures through computerized exams and projects.

PET 125	PET RADIOPHARMACEUTICALS	3	0	0	3

Prerequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program.
Corequisites: None
This course covers the formulation and application of radiopharmaceuticals related to PET. Topics include preparation, handling, disposal and quality control of PET radiopharmaceuticals. Upon completion, students should be able to demonstrate an understanding of PET radiopharmaceuticals through computerized exams and projects.

PET 145	PET PHYSICS	3	0	0	3

Prerequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program.
Corequisites: None
This course provides the knowledge of the physics related to Positron Emission Tomography. Topics include atomic physics and particle physics and how particle physics related to the PET scanner. Upon completion, students should be able to demonstrate competence of PET physics through computerized exams and projects.

PET 210	PET CLINICAL I	0	0	21	7

Prerequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program.
Corequisites: None
This course is one of two courses designed to provide clinical experience related to the Positron Emission Tomography. Topics include patient care, radiation protection, imaging procedure radiopharmaceutical use and administrative procedures. Upon completion, students should be able to demonstrate performance in a PET department through evaluations, clinical projects and computerized exams.

PET 211	PET CLINICAL II	0	0	21	7

Prerequisites: PET 210
Local Prereq: Enrollment in the Positron Emission Tomography program.
Corequisites: None
This course is one of two courses designed to provide clinical experience related to the Positron Emission Tomography. Topics include patient care, radiation protection, imaging procedure radiopharmaceutical use and administrative procedures. Upon completion, students should be able to demonstrate performance in a PET department through evaluations, clinical projects and computerized exams.

PET 218	PET PROTECTION	3	0	0	3

Prerequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program.
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the regulation and practices that ensure minimum exposure to patients, coworkers and self of radiation related to PET. Topics include interaction of particle radiation with matter, protective measures, state and federal regulatory agencies and methods of monitoring exposure. Upon completion, students should be able to demonstrate an understanding of PET radiation safety through computerized exams and projects.

PET 225 PET INSTRUMENTATION 2 2 0 3
Prerequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program.
Corequisites: None
This course provides the knowledge of the instrumentation of Positron Emission Tomography equipment. Topics include all relevant equipment related to PET imaging with an emphasis placed on the PET scanner, dose measuring devices and radiation safety equipment. Upon completion, students should be able to demonstrate a working knowledge of PET instrumentation through computerized exams and projects.
There is a $7.50 lab fee for this course.

PET 235 CROSS-SECTIONAL ANATOMY 3 0 0 3
Prerequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program.
Corequisites: None
This course covers the cross-sectional anatomy of Positron Emission Tomography. Topics include all relevant cross-sectional anatomy related to PET imaging with an emphasis placed on oncology, neurology and cardiology. Upon completion, students should be able to demonstrate competence in identifying cross-sectional anatomy related to PET procedures through computerized exams and projects.

PET 248 PET TOPICS 3 0 0 3
Prerequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program.
Corequisites: None
This course covers special topics related to the Positron Emission Tomography profession. Topics include new applications and procedures related to PET with an emphasis on a general review of Positron Emission Tomography. Upon completion, students should be able to demonstrate a basic understanding of the PET profession through computerized exams and projects.

PHILOSOPHY

PHI 210 HISTORY OF PHILOSOPHY 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

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

PHI 240 INTRODUCTION TO ETHICS 3 0 0 3
Prerequisites: ENG 111
Corequisites: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

PHYSICAL SCIENCE

PHS 130 EARTH SCIENCE 3 2 0 4
Prerequisites: None
Corequisites: None
This course is a survey of the forces that impact the earth. Topics include geology, oceanography, and meteorology. Upon completion, students should be able to explain and identify the forces within, on, and around the earth as they influence the earth's dynamics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

PHS 140 WEATHER AND CLIMATE 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the nature, origin, processes, and dynamics of the earth's atmospheric environment. Topics include general weather patterns, climate, and ecological influences on the atmosphere. Upon completion, students should be able to demonstrate an understanding of weather formation, precipitation, storm patterns, and processes of atmospheric pollution. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours

PHYSICS

PHY 110 CONCEPTUAL PHYSICS 3 0 0 3
Prerequisites: None
Local Prereq: DRE 097 or ENG 095 or appropriate placement test score
Corequisites: None
Local Coreq: PHY 110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 110A CONCEPTUAL PHYSICS LAB 0 2 0 1
Prerequisites: None
Local Prereq: DRE 097 or ENG 095 or appropriate placement test score
Corequisites: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

PHY 151 COLLEGE PHYSICS I 3 2 0 4
Prerequisites: Take one course: MAT 161, MAT 171, or MAT 175
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

PHY 152 COLLEGE PHYSICS II 3 2 0 4
Prerequisites: PHY 151
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces,

		Class	Lab	Clin/ WExp	Credit Hours

magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $7.50 lab fee for this course.

PHY 251	GENERAL PHYSICS I	3	3	0	4

Prerequisites: MAT 271
Corequisites: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $11.25 lab fee for this course.

PHY 252	GENERAL PHYSICS II	3	3	0	4

Prerequisites: MAT 272 and PHY 251
Corequisites: None
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
There is a $11.25 lab fee for this course.

PLUMBING

PLU 111	INTRO TO BASIC PLUMBING	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours

POLITICAL SCIENCE

POL 120	AMERICAN GOVERNMENT	3	0	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course.*

POL 130	STATE AND LOCAL GOVERNMENT	3	0	0	3

Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
Corequisites: None
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

POLYSOMNOGRAPHY

PSG 110	INTRO TO POLYSOMNOGRAPHY	3	2	0	4

Prerequisites: None
Local Prereq: Enrollment in the Polysomnography program.
Corequisites: None
This course introduces the polysomnography profession. Topics include the history of the profession and role of the polysomnographic technologist, communication, time management, infection control, basic patient assessment, and medical gas therapy. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations.

PSG 111	NEURO/CARDIOPULMONARY A&P	4	0	0	4

Prerequisites: BIO 163 or BIO 165/BIO166 or BIO 168/BIO 169
Local Prereq: Enrollment in the Polysomnography program.
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides a concentrated study of anatomy and physiology essential to the practice of polysomnography. Emphasis is placed on the physiology of the nervous, cardiovascular, and pulmonary systems and basic pharmacological principles. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

PSG 112	PSG FUNDAMENTALS	3	0	0	3

Prerequisites: None
Local Prereq: Enrollment in the Polysomnography program.
Local Prereq: MED 180
Corequisites: None
This course provides the knowledge and skills necessary to manage/function in a polysomnographic laboratory. Topics include recordkeeping, scheduling techniques, creation/implementation of departmental policies, reimbursement, the technologist's role as sleep advocate, and case management/patient education. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

PSG 189	PSG TRANSITION	1	3	3	3

Prerequisites: None
Local Prereq: Enrollment in the Polysomnography program.
Corequisites: None
This course introduces the basic fundamentals for polysomnography. Emphasis is placed on cardiopulmonary assessment and monitoring, medical gas therapy, principles of case management, wellness promotion, recordkeeping, reimbursement, and exposure to the clinical setting. Upon completion, students should be prepared to apply the above concepts to the field of polysomnography.
There is a $11.25 lab fee for this course.

PSG 210	POLYSOMNOGRAPHY I	3	2	9	7

Prerequisites: PSG 111 or PSG 189
Local Prereq: ELC 111 and CIS 110 or PSG 189 Enrollment in the Polysomnography program.
Corequisites: None
This course provides entry-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on medical terminology, instrumentation setup and calibration, recording and monitoring techniques, and patient-technologist interactions. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations.
There is a $7.50 lab fee for this course.

PSG 211	POLYSOMNOGRAPHY II	2	6	9	7

Prerequisites: PSG 210
Local Prereq: Enrollment in the Polysomnography program.
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides advanced-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on the knowledge and skills necessary to obtain and evaluate high quality sleep recordings. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations.
There is a $22.50 lab fee for this course.

PSG 212	INFANT/PEDIATRIC PSG	3	2	0	4

Prerequisites: None
Local Prereq: Enrollment in the Polysomnography program.
Corequisites: None
This course provides the knowledge and skills to perform and score polysomnographic procedures on infants and pediatric patients. Emphasis is placed on infant/pediatric assessment, monitoring, and sleep disorders. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations.

PSG 213	CASE STUDY/EXAM REVIEW	0	3	0	1

Prerequisites: None
Local Prereq: Enrollment in the Polysomnography program.
Corequisites: None
This course provides an opportunity to review clinical cases and prepare for the polysomnography credentialing exam. Emphasis is placed on case management and review for the Registered Polysomnographic Technologist Exam. Upon completion, students should be able to successfully complete practice exams.

PSG 214	PSG CLINICAL APPS I	0	2	0	1

Prerequisites: None
Local Prereq: Enrollment in the Polysomnography program.
Corequisites: None
This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation.
There is a $7.50 lab fee for this course.

PSG 215	PSG CLINICAL APPS II	0	2	0	1

Prerequisites: None
Local Prereq: Enrollment in the Polysomnography program.
Corequisites: None
This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation.

PSYCHOLOGY

		Class	Lab	Clin/ WExp	Credit Hours
PSY 102	HUMAN RELATIONS	2	0	0	2

Prerequisites: None
Corequisites: None
This course covers the skills necessary to handle human relationships effectively. Topics include self-understanding, interpersonal communication, group dynamics, leadership skills, diversity, time and stress management, and conflict resolution with emphasis on work relationships. Upon completion, students should be able to demonstrate improved personal and interpersonal effectiveness.

PSY 118	INTERPERSONAL PSYCHOLOGY	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150	GENERAL PSYCHOLOGY	3	0	0	3

Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241	DEVELOPMENTAL PSYCHOLOGY	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 256	EXCEPTIONAL CHILDREN	3	0	0	3

Prerequisites: PSY 150
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces major exceptionalities in children including mental, emotional, and physical variations; learning disabilities; and giftedness. Emphasis is placed on theoretical perspectives, identification methods, and intervention strategies. Upon completion, students should be able to demonstrate a general knowledge of the exceptionalities of children and recommended intervention techniques.

PSY 265	BEHAVIORAL MODIFICATION	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281	ABNORMAL PSYCHOLOGY	3	0	0	3

Prerequisites: PSY 150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PHARMACEUTICAL TECHNOLOGY

PTC 110	INDUSTRIAL ENVIRONMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the pharmaceutical industry, including a broad overview of work in this field. Emphasis is placed on good manufacturing practices (GMP), work conduct, company organization, job expectations, personal safety, hygiene, and company rules and regulations. Upon completion, students should be able to follow good manufacturing practice regulations and inspect a pharmaceutical manufacturing facility for compliance with GMP. *This course is also available through the Virtual Learning Community (VLC).*

RADIOGRAPHY

RAD 110 RADIOGRAPHY INTRODUCTION

		Class	Lab	Clin/ WExp	Credit Hours
	AND PATIENT CARE	2	3	0	3

Prerequisites: None
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 111 and RAD 151
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.
There is a $11.25 lab fee for this course.

RAD 111	RADIOGRAPHIC PROCEDURES I	3	3	0	4

Prerequisites: None
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 110 and RAD 151
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.
There is a $11.25 lab fee for this course.

RAD 112	RADIOGRAPHIC PROCEDURES II	3	3	0	4

Prerequisites: RAD 110, RAD 111, and RAD 151
Local Prereq: Enrollment in the Radiography program.
Corequisites: None
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.
There is a $11.25 lab fee for this course.

RAD 121	RADIOGRAPHIC IMAGING I	2	3	0	3

Prerequisites: RAD 110, RAD 111, and RAD 151
Local Prereq: Enrollment in the Radiography program.
Corequisites: None
This course provides the principles of conventional film-screen radiography. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of conventional film-screen radiographic imaging.
There is a $11.25 lab fee for this course.

RAD 122	RADIOGRAPHIC IMAGING II	1	3	0	2

Prerequisites: RAD 112, RAD 121, and RAD 161
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 131 and RAD 171

		Class	Lab	Clin/ WExp	Credit Hours

This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.
There is a $11.25 lab fee for this course.

RAD 131	RADIOGRAPHIC PHYSICS I	1	3	0	2

Prerequisites: None
Local Prereq: Enrollment in the Radiography program.
Corequisites: None
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.
There is a $11.25 lab fee for this course.

RAD 151	RAD CLINICAL EDUCATION I	0	0	6	2

Prerequisite: None
Local Prereq: Enrollment in the Radiography program
Corequisites: RAD 110 and RAD 111
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161	RAD CLINICAL EDUCATION II	0	0	15	5

Prerequisites: RAD 110, RAD 111, and RAD 151
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 112 and RAD 121
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax, and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171	RAD CLINICAL EDUCATION III	0	0	12	4

Prerequisites: RAD 112, RAD 121, and RAD 161
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 122 and RAD 131
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 211	RADIOGRAPHIC PROCEDURES III	2	3	0	3

Prerequisites: RAD 122
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 231, RAD 241, and RAD 251
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.
There is a $11.25 lab fee for this course.

RAD 231	RADIOGRAPHIC PHYSICS II	1	3	0	2

Prerequisites: RAD 171 or RAD 131
Local Prereq: Enrollment in the Radiography program.
Corequisites: None
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.
There is a $11.25 lab fee for this course.

RAD 241	RADIOBIOLOGY/PROTECTION	2	0	0	2

Prerequisites: RAD 122, RAD 131, and RAD 171
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 211, RAD 231, and RAD 251
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245	IMAGE ANALYSIS	1	3	0	2

Prerequisites: RAD 211, RAD 231, RAD 241 and RAD 251
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 261
This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.
There is a $11.25 lab fee for this course.

RAD 251	RAD CLINICAL EDUCATION IV	0	0	21	7

Prerequisites: RAD 122, RAD 131, and RAD 171
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 211, RAD 231, and RAD 241

		Class	Lab	Clin/ WExp	Credit Hours

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261	RAD CLINICAL EDUCATION V	0	0	21	7

Prerequisites: RAD 251
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 245
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271	RADIOGRAPHY CAPSTONE	0	3	0	1

Prerequisites: RAD 211, RAD 231, RAD 241, RAD 251
Local Prereq: Enrollment in the Radiography program.
Corequisites: RAD 245, RAD 261
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.
There is a $11.25 lab fee for this course.

RESPIRATORY CARE

RCP 110	INTRO. TO RESPIRATORY CARE	3	3	0	4

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.
There is a $11.25 lab fee for this course.

RCP 111	THERAPEUTICS/DIAGNOSTICS	4	3	0	5

Prerequisites: RCP 110
Local Prereq; Enrollment in the Respiratory Therapy program.
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.
There is a $11.25 lab fee for this course.

RCP 112	PATIENT MANAGEMENT	3	3	0	4

Prerequisites: RCP 111
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.
There is a $11.25 lab fee for this course.

RCP 113	RCP PHARMACOLOGY	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations.

RCP 114	CARDIOPULMONARY ANATOMY AND PHYSIOLOGY	3	0	0	3

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

RCP 115	CARDIOPULMONARY PATHOPHYSIOLOGY	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with

		Class	Lab	Clin/ WExp	Credit Hours

diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 122	SPECIAL PRACTICE LAB	0	2	0	1

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 123	SPECIAL PRACTICE LAB	0	3	0	1

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations

RCP 134	RCP CLINICAL PRACTICE I	0	0	12	4

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: RCP 110
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. At PCC, general floor care will be the focus, as well as pulmonary rehabilitation.

RCP 143	RCP CLINICAL PRACTICE II	0	0	9	3

Prerequisites: RCP 110
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: RCP 111
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. PCC students will continue general floor care, as well as participate in an operating room rotation focusing on airway management.

RCP 155	RCP CLINICAL PRACTICE III	0	0	15	5

Prerequisites: RCP 111
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. At PCC, adult critical care, including mechanical ventilation and hemodynamic monitoring will be the focus, as well as pulmonary diagnostics, asthma education and home care.

RCP 210	CRITICAL CARE CONCEPTS	3	3	0	4

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.
There is a $11.25 lab fee for this course.

RCP 211	ADVANCED MONITORING/ PROCEDURES	3	3	0	4

Prerequisites: RCP 210
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.
There is a $11.25 lab fee for this course.

RCP 213	NEONATAL/PED'S CONCEPTS	2	0	0	2

Prerequisites: RCP 111
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 215	CAREER PREPARATION-ADVANCED LEVEL	0	3	0	1

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should

		Class	Lab	Clin/ WExp	Credit Hours

be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.
There is an $11.25 lab fee for this course.

RCP 222	SPECIAL PRACTICE LAB	0	2	0	1

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 223	SPECIAL PRACTICE LAB	0	3	0	1

Prerequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: None
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 238	RCP CLINICAL PRACTICE IV	0	0	24	8

Prerequisites: RCP 111
Local Prereq: Enrollment in the Respiratory Therapy program.
Corequisites: RCP 210
This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. In addition to receiving exposure to pediatric and neonatal intensive care, this course will provide PCC students a transitionary period between academic and actual working conditions.

RELIGION

REL 110	WORLD RELIGIONS	3	0	0	3

Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or (ENG 090 and RED 090) or appropriate placement test score
Corequisites: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive*

		Class	Lab	Clin/ WExp	Credit Hours

Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

REL 211	INTRODUCTION TO THE OLD TESTAMENT	3	0	0	3

Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or (ENG 090 and RED 090) or appropriate placement test score
Corequisites: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212	INTRODUCTION TO THE NEW TESTAMENT	3	0	0	3

Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or (ENG 090 and RED 090) or appropriate placement test score
Corequisites: None
This course is a survey of the literature of first century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

RADIATION THERAPY TECHNOLOGY

RTT 120	RAD THERAPY POSITIONING	2	2	0	3

Prerequisites: None
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course provides the knowledge and skills necessary to perform basic treatment and simulation procedures. Emphasis is placed on proper patient positioning for simulation and treatment. Upon completion, students should be able to demonstrate competence in these areas.

RTT 121	SPECIAL IMAGING	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in the Radiation Therapy program.

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course introduces special imaging modalities including computed tomography and magnetic resonance imaging. Emphasis is placed on the comparison of computed tomography and magnetic resonance imaging for the visualization of various neoplasms. Upon completion, students should be able to demonstrate proper utilization of special imaging modalities relative to radiation treatment planning.

RTT 151	RTT CLINICAL ED I	0	0	15	5

Prerequisites: RTT 120
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course provides the opportunity to become proficient in basic procedures and gain experience in advanced areas. Emphasis is placed on treatment skills with an introduction to simulation. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 161	RTT CLINICAL ED II	0	0	9	3

Prerequisites: RTT 151
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course provides additional experience in treatment and simulation. Emphasis is placed on refining patient positioning skills in both treatment and simulation. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 210	RADIOBIOLOGY	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course focuses on the biological effects of ionizing radiation, tissue sensitivity, and tissue response to radiation. Emphasis is placed on methods of radiation protection applicable to tumor localization and treatment delivery. Upon completion, students should be able to demonstrate an understanding of the effects of ionizing radiation on the body.

RTT 220	RAD THERAPY ORIENTATION	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course introduces the operations of radiation therapy departments. Emphasis is placed on patient care in the clinical setting, familiarization with therapy equipment, and the role of the radiation therapist. Upon completion, students should be able to demonstrate an understanding of the roles of a radiation therapist.

RTT 221	CLINICAL ONCOLOGY I	3	0	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course introduces the principles of carcinogenesis and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

RTT 222	CLINICAL ONCOLOGY II	3	0	0	3

Prerequisites: RTT 221
Local Prereq: Enrollment in the Radiation Therapy program
Corequisites: None
This course continues the study of neoplasia in relation to specific anatomical systems. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

RTT 232	RADIATION THERAPY PROCEDURES	2	0	0	2

Prerequisites: RTT 222, RTT 231 or 234, and RTT 239, 241, 243, or RTT 244
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course covers routine and new techniques in simulation and treatment procedures. Emphasis is placed on treatment choices relative to the tumor site and modality selected. Upon completion, students should be able to demonstrate an understanding of basic and advanced treatment procedures.

RTT 233	RADIATION THERAPY PHYSICS	2	0	0	2

Prerequisites: None
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course provides a study of the interaction of radiation with matter. Emphasis is placed on atomic interactions and dose measurement techniques. Upon completion, students should be able to demonstrate knowledge of radiation interactions and dose measurement procedures as they apply to radiation safety.

RTT 234	CLINICAL DOSIMETRY	1	3	0	2

Prerequisites: RTT 230 OR RTT 233
Local Prereq: Enrollment in the Radiation Therapy program
Corequisites: None
This course is a study of clinical dosimetry and treatment planning. Emphasis is placed on treatment planning techniques and beam arrangements. Upon completion, students should be able to demonstrate knowledge of dosimetry procedures used to treat various neoplasms.
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
RTT 240	RTT CLINICAL EDUCATION III	0	0	18	6

Prerequisites: None
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 241	RTT CLINICAL EDUCATION IV	0	0	21	7

Prerequisites: RTT 238 or RTT 240
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 246	RTT CLINICAL EDUCATION V	0	0	18	6

Prerequisites: RTT 239, 241, 243, or 244
Local Prereq: Enrollment in the Radiation Therapy program.
Corequisites: None
This course promotes clinical practice on a more independent level of performance. Emphasis is placed on the utilization of equipment, patient care techniques, and treatment considerations for more complicated radiation therapy procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

SUBSTANCE ABUSE

SAB 110	SUBSTANCE ABUSE OVERVIEW	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 120	INTAKE AND ASSESSMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client

		Class	Lab	Clin/ WExp	Credit Hours

introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 125 SA CASE MGMT 2 2 0 3
Prerequisites: None
Corequisites: None
This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 135 ADDICTIVE PROCESS 3 0 0 3
Prerequisites: None
Corequisites: None
This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 140 PHARMACOLOGY 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the pharmacology of psychoactive drugs and abused chemicals and treatment options. Emphasis is placed on the use of psychoactive drugs and related psychological and social complexities, including models for prevention and treatment. Upon completion, students should be able to understand and identify theories of addiction, major classes of drugs, treatment alternatives, and social repercussions.

SAB 210 SUB ABUSE COUNSELING 2 2 0 3
Prerequisites: None
Corequisites: None
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

		Class	Lab	Clin/ WExp	Credit Hours
SAB 220	GROUP TECHNIQUES/THERAPY	2	2	0	3

Prerequisites: HSE 112
Corequisites: None
This course provides a practical guide to diverse methods of group therapy models used in the specific treatment of substance abuse and addiction. Emphasis is placed on the theory and practice of group therapy models specifically designed to treat the cognitive distortions of addiction and substance abuse. Upon completion, students should be able to skillfully practice the group dynamics and techniques formulated for substance abuse and addiction.

SAB 230 FAMILY THERAPY 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers the theories and models of family systems therapy as designed for families affected by substance abuse and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance abuse and the appropriate model of treatment.

SAB 235 CHILDREN AND ADOLESCENTS 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers specialized treatment for the developmental stages of children and adolescents in which psychoactive drugs impair development. Emphasis is placed on human development as it relates to substance abuse treatment for children and adolescents. Upon completion, students should be able to demonstrate knowledge of the cognitive behavior changes which are influenced by psychoactive drugs.

SAB 240 SAB ISSUES IN CLIENT SERV 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

SAB 250 PREVENTION & EDUCATION 2 0 0 2
Prerequisites: SAB 140
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course uses various approaches to designing and implementing education programs concerning substance abuse, intervention, and relapse prevention for adolescents and adults. Emphasis is placed on the education of individuals and substance abusers/users and their families. Upon completion, students should be able to present a wide variety of education programs for individuals and substance abusers/users and their families.

INFORMATION SYSTEMS SECURITY

SEC 110 SECURITY CONCEPTS 2 2 0 3
Prerequisites: None
Local Prereq: CIS 070 or CIS 110 or appropriate placement test score
Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 150 SECURE COMMUNICATIONS 2 2 0 3
Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: None
This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.
There is a $7.50 lab fee for this course.

SEC 160 SECURE ADMIN I 2 2 0 3
Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: None
Local coreq: NOS 120
This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.
There is a $7.50 lab fee for this course.

SEC 210 INTRUSION DETECTION 2 2 0 3
Prerequisites: SEC 160
Corequisites: None
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and

		Class	Lab	Clin/ WExp	Credit Hours

placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems. There is a $7.50 lab fee for this course.

SIMULATION AND GAME DEVELOPMENT

SGD 111	INTRODUCTION TO SGD	2	3	0	3

Prerequisites: None
Local Prereq: CIS 070 or CIS 110 or appropriate placement test score
Corequisites: None
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.
There is a $11.25 lab fee for this course

SGD 112	SGD DESIGN	2	3	0	3

Prerequisites: None
Local Prereq: CIS 070 or CIS 110
Corequisites: None
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games.
There is a $11.25 lab fee for this course

SGD 113	SGD PROGRAMMING	2	3	0	3

Prerequisites: None
Local Prereq: CIS 070 or CIS 110
Corequisites: None
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.
There is a $11.25 lab fee for this course.

SGD 114	3D MODELING	2	3	0	3

Prerequisites: None
Local Prereq: CIS 070 or CIS 110
Corequisites: None
This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.
There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
SGD 116	GRAPHIC DESIGN TOOLS	2	2	0	3

Prerequisites: None
Local Prereq: CIS 070 or CIS 110
Corequisites: None
This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software.
There is a $7.50 lab fee for this course

SGD 134	SG QUALITY ASSURANCE	2	2	0	3

Prerequisites: None
Corequisites: None
This course provides an introduction to software quality assurance as it relates to simulation and game development. Emphasis is placed on designing testing tools, bug databases, and on learning methodologies required for systematic, detail-oriented testing procedures for the simulation and game industry. Upon completion, students should be able to demonstrate the proper skills to obtain a job as a quality assurance tester in the simulation/game industry.
There is a $7.50 lab fee for this course

SGD 158	SGD BUSINESS MANAGEMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills. Upon completion, students should be able to understand how a game evolves from concept to the customer.

SGD 162	SG 3D ANIMATION	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

SGD 163	SG DOCUMENTATION	2	3	0	3

Prerequisites: None
Corequisites: None
This course introduces the techniques and methods used to create simulation and game production and design documents. Emphasis is placed on the design document to include

		Class	Lab	Clin/ WExp	Credit Hours

scheduling, production plans, marketing and budgeting. Upon completion, students should be able to create design and produce documents for any simulation or game.
There is an $11.25 lab fee for this course

SGD 164 SG AUDIO/VIDEO 2 3 0 3
Prerequisites: None
Corequisites: None
This course introduces various aspects of audio and video and their application in simulations and games. Topics include techniques for producing and editing audio and video for multiple digital mediums. Upon completion, students should be able to produce and edit audio and video for simulations and games.
There is an $11.25 lab fee for this course

SGD 168 MOBILE SG PROGRAMMING I 2 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the mobile simulation and game programming process. Topics include mobile simulation/game programming, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply simulation/game programming concepts to the creation of mobile simulations and games.
There is an $11.25 lab fee for this course

SGD 172 VIRTUAL SG ENVIRONMENTS 2 3 0 3
Prerequisites: None
Local Prereq: SGD 114 or SGD 213
Corequisites: None
This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment.
There is an $11.25 lab fee for this course

SGD 174 SG LEVEL DESIGN 2 3 0 3
Prerequisites: None
Local Prereq: SGD 112
Corequisites: None
This course introduces the tools used to create levels for real-time simulation and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.
There is an $11.25 lab fee for this course

SGD 212 SGD DESIGN II 2 3 0 3
Prerequisites: SGD 112
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.
There is an $11.25 lab fee for this course

SGD 213 SGD PROGRAMMING II 2 3 0 3
Prerequisites: Take one course: SGD 113, CSC 134, CSC 151, or CSC 153
Corequisites: None
This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game.
There is an $11.25 lab fee for this course

SGD 214 3D MODELING II 2 3 0 3
Prerequisites: SGD 114
Corequisites: None
This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.
There is an $11.25 lab fee for this course

SGD 274 SG LEVEL DESIGN II 2 3 0 3
Prerequisites: SGD 174
Corequisites: None
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to "critical path" and "flow," game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools.

SGD 285 SG SOFTWARE ENGINEERING 2 3 0 3
Prerequisites: Take one course: SGD 212, SGD 213, or SGD 214
Corequisites: None
This course introduces object oriented software engineering concepts related to simulation and game development. Topics include systematic approaches to the development, operation and maintenance of simulations and games. Upon completion, students should be able to apply software engineering techniques to the development of simulations and games
There is an $11.25 lab fee for this course

SGD 289 SGD PROJECT 2 3 0 3
Prerequisites: Take one course: SGD 212, SGD 213, SGD 214, or SGD 285
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.
There is an $11.25 lab fee for this course

SOCIOLOGY

SOC 210	INTRODUCTION TO SOCIOLOGY	3	0	0	3

Prerequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate placement test score
Corequisites: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213	SOCIOLOGY OF THE FAMILY	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220	SOCIAL PROBLEMS	3	0	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course. This course is also available through the Virtual Learning Community (VLC).*

		Class	Lab	Clin/ WExp	Credit Hours

SONOGRAPHY

SON 110 INTRODUCTION TO SONOGRAPHY 1 3 3 3
Prerequisites: None
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques. There is a $11.25 lab fee for this course.

SON 111 SONOGRAPHIC PHYSICS 3 3 0 4
Prerequisites: None
Local Prereq: Enrollment in Medical Sonography or Cardiovascular Sonography/Echocardiography program.
Corequisite: None
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.
There is a $11.25 lab fee for this course.

SON 120 SON CLINICAL EDUCATION I 0 0 15 5
Prerequisites: SON 110
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 121 SON CLINICAL EDUCATION II 0 0 15 5
Prerequisites: SON 120
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 130 ABDOMINAL SONOGRAPHY I 2 3 0 3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.
There is a $11.25 lab fee for this course.

SON 131	ABDOMINAL SONOGRAPHY II	1	3	0	2

Prerequisites: SON 130
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.
There is a $11.25 lab fee for this course.

SON 140	GYNECOLOGICAL SONOGRAPHY	2	0	0	2

Prerequisites: SON 110
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

SON 220	SON CLINICAL EDUCATION III	0	0	24	8

Prerequisites: SON 121
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 221	SON CLINICAL EDUCATION IV	0	0	24	8

Prerequisites: SON 220
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course provides continued active participation off-campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic

		Class	Lab	Clin/ WExp	Credit Hours

examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 222 SELECTED SON CLINICAL ED 0 0 6 2
Prerequisites: None
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: SON 110
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating selected sonographic examinations. Upon completion, students should be able to image, process, and evaluate selected sonographic examinations.

SON 225 CASE STUDIES 0 3 0 1
Prerequisites: SON 110 or CVS 163
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.
There is a $11.25 lab fee for this course.

SON 241 OBSTETRICAL SONOGRAPHY I 2 0 0 2
Prerequisites: SON 110
Local Prereq Enrollment in Medical Sonography program.
Corequisites: None
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

SON 242 OBSTETRICAL SONOGRAPHY II 2 0 0 2
Prerequisites: SON 241
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

SON 250 VASCULAR SONOGRAPHY 1 3 0 2
Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: Enrollment in Medical Sonography or Cardiovascular Sonography/Echocardiography program.
Corequisites: None
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.
There is a $11.25 lab fee for this course.

SON 289	SONOGRAPHIC TOPICS	2	0	0	2

Prerequisites: SON 110
Local Prereq: Enrollment in Medical Sonography program.
Corequisites: None
This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

SPANISH

SPA 110	INTRODUCTION TO SPANISH	2	0	0	2

Prerequisites: None
Corequisites: None
This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

SPA 111	ELEMENTARY SPANISH I	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish, and to demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112	ELEMENTARY SPANISH II	3	0	0	3

Prerequisites: SPA 111
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

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

SPA 120 SPANISH FOR THE WORKPLACE 3 0 0 3
Prerequisites: None
Corequisites: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 141 CULTURE AND CIVILIZATION 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPA 161 CULTURAL IMMERSION 2 3 0 3
Prerequisites: SPA 111
Corequisites: None
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
There is a $11.25 lab fee for this course.

SPA 181 SPANISH LAB 1 0 2 0 1
Prerequisites: None
Corequisites: None
Local Co-req: SPA 111
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic

		Class	Lab	Clin/ WExp	Credit Hours

listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

SPA 182	SPANISH LAB 2	0	2	0	1

Prerequisites: SPA 181
Corequisites: None
Local Co-req: SPA 112
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*
There is a $7.50 lab fee for this course.

SPA 211	INTERMEDIATE SPANISH I	3	0	0	3

Prerequisites: SPA 112
Corequisites: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

SPA 212	INTERMEDIATE SPANISH II	3	0	0	3

Prerequisites: SPA 211
Corequisites: None
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SUSTAINABILITY TECHNOLOGIES

		Class	Lab	Clin/ WExp	Credit Hours
SST 110	INTRO TO SUSTAINABILITY	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

SST 120	ENERGY USE ANALYSIS	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.
There is a $7.50 lab fee for this course.

SST 140	GREEN BLDG & DESIGN CONCEPTS	3	0	0	3

Prerequisites: None
Corequisites: None
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

SOCIAL WORK

SWK 110	INTRO TO SOCIAL WORK	3	0	0	3

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

SWK 113	WORKING WITH DIVERSITY	3	0	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: ENG 111
Corequisites: None
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

THERAPEUTIC RECREATION

TRE 110	INTRO TO THERAPEUTIC REC	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the philosophy and goals of therapeutic recreation and how they relate to specific client groups. Topics include therapeutic recreation history and professional development, an introduction to the therapeutic recreation process, and a summary of therapeutic recreation effects on client functioning. Upon completion, students should be able to describe the professional development of therapeutic recreation and to explain the anticipated outcomes of therapeutic recreation service.

TRE 111	LEISURE EDUCATION	3	0	0	3

Prerequisites: None
Corequisites: None
This course introduces the need to educate for leisure so that clients can use leisure to increase their independence. Emphasis is placed on developing clients' social/ transportation/ time/ money management skills, knowledge of leisure benefits, and other areas necessary for satisfying leisure. Upon completion, students should be able to design and implement a leisure education program for clients with various disabilities.

TRE 112	INCLUSIVE PROGRAMMING	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers the principles of planning and implementing inclusive recreation programs designed for group involvement. Topics include categories of recreational activities, programming formats and strategies that lead to satisfying recreation inclusion for people with disabilities and their families. Upon completion, students should be able to develop and implement inclusive recreation activities based upon participants' needs, interests, and strengths.

TRE 120	ADAPTED ACTIVITIES	1	2	0	2

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces activity and equipment adaptations used in recreation in order to improve access for people with disabilities. Topics include adaptations to make sports, games, outdoor activities, dance, and hobbies accessible. Upon completion, students should be able to adapt activities and equipment to fit individual clients' needs and strengths.

TRE 121	CREATIVE EXPRESSIVE ARTS I	1	2	0	2

Prerequisites: None
Corequisites: None
This course introduces the use of art and music in the (re)habilitation of people with disabilities including a laboratory component emphasizing experiential learning with clients. Emphasis is placed on individual and group sessions designed to use creativity to facilitate independence, wellness, and quality of life. Upon completion, students should be able to implement an art session and a music session based on client needs and strengths.

TRE 122	ACTIVITY COORDINATOR	4	0	0	4

Prerequisites: None
Corequisites: None
This course covers topics required by state regulations relating to the development of activity programs in nursing and domiciliary homes. Topics include human development in the late adult years and methods of recreation service delivery in the activity profession. Upon completion, students should be able to design and implement a program of activities that addresses functional and quality of life needs of clients.

TRE 170	THER REC PSYCH LAB	0	2	0	1

Prerequisites: None
Corequisites: None
This course provides a laboratory component to complement therapeutic recreation course work. Topics include functioning characteristics of clients with mental illness and interventions commonly used in therapeutic recreation programs with these clients. Upon completion, students should be able to implement a therapeutic recreation session for clients with mental illness.

TRE 171	SOCIAL SKILLS LAB	0	2	0	1

Prerequisites: None
Corequisites: None
This course provides a laboratory component to complement therapeutic recreation course work. Emphasis is placed on role playing to practice specific social skills, such as giving and receiving compliments, accepting negative feedback, and other related skills. Upon completion, students should be able to implement a social skills session based on client needs and strengths.

TRE 172	TEAM BUILDING LAB	0	4	0	2

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course provides a laboratory component to complement recreational therapy coursework. Emphasis is placed on elements necessary for team work activities designed to improve functioning in these areas. Upon completion, students should be able to identify activities which facilitate team building.

TRE 173	COMMUNITY INTEGRATION LAB	0	2	0	1

Prerequisites: None
Corequisites: None
This course provides a laboratory component to complement therapeutic recreation therapy coursework. Emphasis is placed on the development of skills necessary to facilitate community integration for persons with disabilities. Upon completion, students should be able to plan and implement activities which enhance community integration for people with and without disabilities.

TRE 210	TH REC PROGRAMMING	3	0	0	3

Prerequisites: TRE 111
Corequisites: None
This course provides an overview of several interventions used in therapeutic recreation service while relating each intervention to the therapeutic recreation process. Emphasis is placed on the role of the therapeutic recreator and the treatment team in assessing, planning, implementing, and evaluating an individualized program plan. Upon completion, students should be able to assist in the planning, implementation, and evaluation of an individualized plan using at least one therapeutic intervention.

TRE 211	TH REC PROFESSIONALISM	3	0	0	3

Prerequisites: TRE 110
Corequisites: None
This course covers information regarding competent and ethical practices of therapeutic recreation in departments at local agencies. Topics include therapeutic recreation standards of practice, code of ethics, and practice competencies as they relate directly to potential internship sites. Upon completion, students should be able to select an internship site and describe professionalism as it exists at this site.

TRE 221	BEHAV MGMT IN THER REC	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers introductory behavior management principles used in therapeutic recreation. Topics include the use of positive reinforcement to modify behaviors, observation and measurement techniques, data collection, and graphing. Upon completion, students should be able to design and implement a program that reinforces clients for appropriate behavior during therapeutic recreation sessions.

TRE 270	MENT RETARD/DEV DIS LAB	0	2	0	1

Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
This course provides a laboratory component to complement therapeutic recreation course work. Topics include functioning characteristics of clients with mental retardation/developmental disabilities and interventions commonly used in therapeutic recreation with these clients. Upon completion, students should be able to design and implement a therapeutic recreation session for clients with mental retardation/developmental disabilities.

TRE 271	THERA REC GERIATRICS LAB	0	2	0	1

Prerequisites: None
Corequisites: None
This course provides a laboratory component to complement therapeutic recreation course work. Topics include functioning characteristics of senior adults and interventions commonly used in therapeutic recreation with senior adults. Upon completion, students should be able to design and implement a session for senior adults using one therapeutic recreation intervention.

TRE 282	TRE INTERNSHIP III SUPERVS	1	0	0	1

Prerequisites: TRE 211
Corequisites: None
This course provides an opportunity to explore problems and experiences related to the internship experiences. Emphasis is placed on the integration of curriculum course work and internship experiences in clinical and community agencies. Upon completion, students should be able to demonstrate an understanding of the skills required of the professional practitioner.

TRE 288	TRE INTERNSHIP III	0	0	24	8

Prerequisites: TRE 210
Corequisites: None
This course provides a supervised clinical experience in therapeutic recreation. Emphasis is placed on assessing, planning, implementing, documenting, and evaluating client performance. Upon completion, students should be able to demonstrate competence in required performance evaluations that meet state certification guidelines and standards of practice.

TURFGRASS MANAGEMENT

TRF 110	INTRO TURFGRASS CULT & ID	3	2	0	4

Prerequisites: None
Corequisites: None
This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and

		Class	Lab	Clin/ WExp	Credit Hours

lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices.

TRANSPORTATION TECHNOLOGY

TRN 110	INTRO TO TRANSPORT TECH	1	2	0	2

Prerequisites: None
Corequisites: None
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN 120	BASIC TRANSP ELECTRICITY	4	3	0	5

Prerequisites: None
Local Prereq: Have credit for MAT 060 or credit for all the following courses DMA 010, DMA 020, DMA 030 and DMA 040 or equivalent AND Have credit for ENG 075 or DRE 096 or equivalent.
Corequisites: None
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN 120A	BASIC TRANSP ELECTRICITY LAB	0	3	0	1

Prerequisites: None
Corequisites: TRN 120
This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

TRN 130	INTRO TO SUSTAINABLE TRANSP	2	2	0	3

Prerequisites: None
Corequisites: None
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural

		Class	Lab	Clin/ WExp	Credit Hours

gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

TRN 140	TRANSP CLIMATE CONTROL	1	2	0	2

Prerequisites: None
Corequisites: None
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

TRN 140A	TRANSP CLIMATE CONT LAB	1	2	0	2

Prerequisites: None
Corequisites: TRN 140
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

TRN 145	ADV TRANSP ELECTRONICS	2	3	0	3

Prerequisites: TRN 120
Corequisites: None
This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

TRN 170	PC SKILLS FOR TRANS	1	2	0	2

Prerequisites: None
Corequisites: None
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

TRN 180	BASIC WELDING FOR TRANSP	1	4	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard

TRN 180A	BASIC WELDING FOR TRANSP LAB	0	3	0	1

Prerequisites: None
Corequisites: TRN 180
This course provides a laboratory experience for enhancing student skills in welding and cutting procedures associated with the transportation industry. Emphasis is placed on safety and precautionary measures, setup/operation of MIG equipment, metal identification, welds/joints, techniques, inspection of welds/joints, cutting processes and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

WEB TECHNOLOGIES

WEB 110	INTERNET/WEB FUNDAMENTALS	2	2	0	3

Prerequisites: None
Local Prereq: CIS 070 or CIS 110 or appropriate placement test score
Corequisites: None
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.
There is a $7.50 lab fee for this course.

WEB 115	WEB MARKUP AND SCRIPTING	2	2	0	3

Prerequisites: None
Local Prereq: WEB 110 AND CIS 115
Corequisites: None
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.
There is a $7.50 lab fee for this course.

WEB 120	INTRO INTERNET MULTIMEDIA	2	2	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Local Prereq: WEB 110
Corequisites: None
This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.
There is a $7.50 lab fee for this course.

WEB 125	MOBILE WEB DESIGN	2	2	0	3

Prerequisites: WEB 110
Corequisites: None
This course introduces students to web design for mobile devices. Topics include planning an effective mobile Web site, industry standard Mobile Markup Language, CSS3, multimedia, m-commerce, social media, testing and publishing. Upon completion, students should be able to plan, develop, test, and publish Web content designed for mobile devices.

WEB 140	WEB DEVELOPMENT TOOLS	2	2	0	3

Prerequisites: None
Local Prereq: WEB 110
Corequisites: None
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.
There is a $7.50 lab fee for this course.

WEB 180	ACTIVE SERVER PAGES	2	2	0	3

Prerequisites: CIS 115
Corequisites: None
This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.
There is a $7.50 lab fee for this course.

WEB 210	WEB DESIGN	2	2	0	3

Prerequisites: None
Local Prereq: WEB 110
Corequisites: None
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

		Class	Lab	Clin/ WExp	Credit Hours

There is a $7.50 lab fee for this course.

WEB 250	DATABASE DRIVEN WEBSITES	2	2	0	3

Prerequisites: DBA 110
Local Prereq: WEB 140
Corequisites: None
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.
There is a $7.50 lab fee for this course.

WEB 289	INTERNET TECH PROJECT	1	4	0	3

Prerequisites: WEB 250
Corequisites: None
This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.
There is a $15.00 lab fee for this course.

WELDING

WLD 110	CUTTING PROCESSES	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112	BASIC WELDING PROCESSES	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115	SMAW (STICK) PLATE	2	9	0	5

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116	SMAW (STICK) PLATE/PIPE	1	9	0	4

Prerequisites: WLD 115
Corequisites: None
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121	GMAW (MIG) FCAW/PLATE	2	6	0	4

Prerequisites: None
Corequisites: None
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup, fillet, and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122	GMAW (MIG) PLATE/PIPE	1	6	0	3

Prerequisites: WLD 121
Corequisites: None
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131	GTAW (TIG) PLATE	2	6	0	4

Prerequisites: None
Corequisites: None
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132	GTAW (TIG) PLATE/PIPE	1	6	0	3

Prerequisites: WLD 131
Corequisites: None
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis

		Class	Lab	Clin/ WExp	Credit Hours

on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141	SYMBOLS AND SPECIFICATIONS	2	2	0	3

Prerequisites: None
Corequisites: None
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 151	FABRICATION I	2	6	0	4

Prerequisites: None
Corequisites: None
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 212	INERT GAS WELDING	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions. Clean room procedures will be covered, with students being able to demonstrate the industry regulations and procedures for clean room processing upon completion of course.

WLD 215	SMAW (STICK) PIPE	1	9	0	4

Prerequisites: WLD 115 or WLD 116
Corequisites: None
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 221	GMAW (MIG) PIPE	1	6	0	3

Prerequisites: WLD 122
Corequisites: None
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform

		Class	Lab	Clin/ WExp	Credit Hours

GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

WLD 231 GTAW (TIG) PIPE 1 6 0 3
Prerequisites: WLD 132
Corequisites: None
This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions. Clean room procedures will be covered, with students being able to demonstrate the industry regulations and procedures for clean room processing upon completion of course.

WLD 251 FABRICATION II 1 6 0 3
Prerequisites: WLD 151
Corequisites: None
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

WLD 262 INSPECTION AND TESTING 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

WLD 265 AUTOMATED WELDING/CUTTING 2 6 0 4
Prerequisites: WLD 110 and WLD 121
Corequisites: None
This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.

Academic Affairs 20
Academic Calendar 14
Academic Excellence Awards Program 103
Academic Probation 64
Academic Progress 64
Academic Progress Scale 65
Academic Regulations 51
Academic Requirements, Financial Aid 74
Academic Standing, Good 65
Acceptance of Information Technology Certifications 41
Access Fee 49
Access to Final Grades 64
Accident Insurance 48
Accounting 161
Achieving College Entry (ACE) Lab 146
Activity Fee 48
Adding Courses 54
Administrative Services 29
Administrative Services and Information Technology 30
Admission of Home Schooled Students 38
Admission of Undocumented Immigrants 45
Admission to Programs Designed for University Transfer 41
Admissions 36
Adult Basic Education 144
Adult High School Diploma Program 144
Advanced Placement Examinations 59
Advertising and Graphic Design 163
Air Conditioning, Heating, and Refrigeration Technology 165
Alternative Credit 57
Alternative Loans 84
Alumni Relations 124
American Association of Medical Assistants 106
Answering the Call 106
Anti-Violence Policy 122
Architectural Technology 167
Articulated Credit for High School Students 62
Associate Degree Nursing 169
Associate Degree Programs 153
Associate in Arts 279
Associate in Fine Arts 282
Associate in General Education 276
Associate in Science 284
Association of Advertising and Graphic Design 106
Athletics Program 99
Attendance 54

Attendance, Continuing Education and Community Development 133
Audit Students 47
Auditing Courses 52
Automotive Systems Technology 171

Basic Law Enforcement Training 173
Basic Skills 144
Basic Skills Plus 144
Bioprocessing Center 147
Biotechnology 174
Board of Trustees 18
Books and Supplies, Continuing Education and Community Development 136
Building Construction Technology 176
Business Administration 178
Business Administration/Human Resources Management 180
Business Administration/Marketing and Retailing 182
Business and Industry Services 142

Calendar of Special Events 17
Campus Police 30
Campus Tours 114
Campus Watch Program 46
Canvassing Policy 124
Cardiovascular Sonography Echocardiography Diploma 184
Career and College Promise 43
Career Readiness Certificate 147
Career Services 94
Catalog of Record 71
Certificate Programs 153
Certification/Licensure Programs 138
Challenge Examination 58
Changes in Major Course of Study 68
Changes in Regulations 68
Chartering Guidelines for Clubs and Organizations 104
Chess Club 106
Chief Financial Officer 31
Children on Campus Policy 116
Chiropractic Assistant 141
Circle of Sisters 106
Class Rings 114
Class Schedule, Curriculum 51
CLEP 40, 59
Coburn Center Facility 97
College Outreach 132
College Student Success Course Requirement 53
College/Workplace Anti-Violence Policy 122
Collegiate DECA 107

Communicable Disease Policy 122
Community Services 143
Compensatory Education 146
Computed Tomography and Magnetic Resonance Imaging Technology 186
Computer Integrated Machining 192
Computer Information Technology 188
Computer Programming 190
Computer Training, Continuing Education and Community Development 137
Conferences 147
Continuing Education and Community Development 133
Continuing Education and Community Development Staff 29
Cooperative Education 131
Coordination of Institution-Wide Financial Aid Awards Policy 73
Cosmetology 195
Counseling 90
Course Credit, Continuing Education and Community Development 134
Course Descriptions, Curriculum 295
Course Descriptions, Continuing Education and Community Development 136
Course Load 54
Course Prefix Identification 291
Course Requisites 160
Course Schedule, Continuing Education and Community Development 134
Courses Unique to a Concentration 160
CPR 140
Credit by Examination 57
Credit for Non-Traditional Learning 59
Crime Awareness and Campus Security Act Report 46
Criminal Justice Technology 196
Criminal Justice Technology: Financial Crime/Computer Fraud 198
Curriculum Instructional Staff 20
Curriculum Programs 152
Customized Industrial Training 143

Dean's List 62
Developmental Courses 289
Developmental Math (DMA) Policy 53
Diploma Programs 153
Disability Services 96
Disbursement of Excess Financial Aid 74
Disciplinary Action 117
Dismissal 119
Distance Learning 60
Diversity Leadership Statement 36
Dropping Courses 54
Due Process, Student Grievance 121

Early Childhood Education 200

Educational Experiences in the Armed Services 59
Electrical Systems Technology 202
Electronics Engineering Technology 204
Elements of Praise Gospel Choir 107
Emergency Services Training 137
English as a Second Language 145
Entrepreneurship 206
Emvironmental Science Club 107
Estimated Cost of Attendance 77
Expenses 47
Experiential Learning 61
Externally Funded Programs 127

Facilities Services 30
Faculty by Division 20
Faculty Advisor System 72
Fees 48
Fees, Continuing Education and Community Development 135
Financial Aid 73
Financial Aid Bookstore/Supply Purchase Policy 78
Financial Aid Fraud and Forgery 74
Financial Crime/Computer Fraud 198
Fire Rescue Training 138
First Aid Basics 140
Food Service 103
Forgiveness Policy 66
Foundation 125
Foundation Board 19
Full-Time Tuition 47
Fundraising (Clubs and Organizations) 105
Fundraising Policy 126

Gamma Beta Phi 107
GED Classes 145
General Admissions 37
General Education Requirements 36
General Educational Development (GED) Classes 145
General Information 34
General Occupational Technology 208
Goals 13, 36
Grade Point Average 62
Grading System 62
Graduation After Termination of Attendance 71
Graduation Requirements 69
Grants 79
Guidelines for Clubs and Organizations Bank Accounts 105

Health Care Services Programs 138
Health Information Technology 209
Health Sciences Admissions 42
Health Services 101
Healthy Eating Active Living 107
Healthcare Business Informatics 211
Healthcare Management Technology 213
High School Admissions (Career & College Promise) 43
High School Diploma Equivalency 145
History of the College 34
Honor Roll 62
HORIZONS Program 125
Horticulture Technology 216
Housing 103
Human Resources 30
Human Resources Development 146
Human Services Technology 218
Human Services: Gerontology 220
Human Services: Substance Abuse 222

Identification Cards 103
Important Phone Numbers 2
Inclement Weather 115
Incomplete 64
Industrial Management Technology 224
Industrial Systems Technology 227
Infant/Toddler Care Certificate 229
Information Technology Resources Acceptable Use Policy 127
Institutional Advancement 32, 124
Institutional Review Board Policy 126
Instructional Staff by Division 21
Intellectual Property Policy 130
Intercollegiate Athletics Program 99
International Club 107
International Education Travel Scholarship 87
International Programs and Services 133
International Student Admissions 45
International Students in Distance Education 45
Internet Course/Telecourse Policy for Veterans 89
Internet Students 47
Intramural Sports and Recreational Programs 97

Lab Fees for Laboratory/Clinical/Shop 49
Lambda Beta Honor Society for the Respiratory Care Profession 108
Lambda Epsilon Chi 108
Late Entry 54
Latter Day Saint Student Association 108

Law Enforcement, Detention & Security Officer Training 137
Leadership Development Training 141
Learning Center 146
Library 21, 130
Licensure/Certification 138
Life Skills 145
Loans 80
Local Sources of Financial Aid 88
Location 35
Lost and Found 101

Major Course of Study, Changes in 68
Mammography 230
Marketing 125
Mechanical Engineering Technology 231
Media Relations 125
Medical Assisting 233
Medical Dosimetry 235
Medical Office Administration 237
Medical Sonography 239
Men's Resource Center 93
Minority Male Mentoring Program 93
Mission Statement, Continuing Education and Community Development 133
Mission Statement, Pitt Community College 13, 36
Mixed Martial Arts 108
Monitor Technician 139

NC National Guard Tuition Assistance Program 88
National Society of Leadership Success 108
Networking Technology 241
NEXT LEVEL 109
Non-Degree Curriculum Credit 36
Non-Traditional Learning 59
Nuclear Medicine Technology 243
Nurse Assistant Medication Aide 139
Nurse Assistant Programs 138

Occupational Programs 136
Occupational Therapy Assistant 245
Office Administration 247
Office Administration - Legal 250
Office of Sponsored Programs 126
Official Withdrawal 56
Organization, Pitt Community College 18
Organizational Improvement Training 142
OSHA Safety Training 138
Other Expenses 47

Other Sources of Assistance, Financial Aid 88
Out-of-State Students 47
Outreach Center 132

Paralegal Technology 252
Part-Time Tuition 47
PCC Alerts and Messaging 115
PCC Amateur Radio Club 109
PCC Association of Human Services Technology 109
PCC Association of Nursing Students 109
PCC Association of Respiratory Therapy Students 110
PCC Criminal Justice Association 110
PCC Diagnostic Medical Sonography Club 110
PCC Gay/Straight Alliance 110
PCC Paralegal Association 110
PCC Student Veterans Association 110
Peddling Policy 124
Performance Measures 149
Pharmacy Technician I 140
Pharmacy Technician II 140
Phi Theta Kappa 111
Philosophy, Continuing Education and Community Development 133
Phlebotomy Technician 140
Pitt Community College Foundation 18, 125
Pitt County Board of Commissioners 18
Pitt Game Developers Association 111
Pitt Paranormal Research Association 111
Placement Testing 38
Policies for Clubs and Organizations 104
Polysomnography 254
Polysomnography Certificate 256
Positron Emission Tomography 257
Pre-Engineering 287
President 20
Priority Registration 52
Privacy of Educational Records 66
Professional In-Service Programs 142
Professional Liability Insurance 49
Provisional Admissions 43
Publications 114

Radiation Therapy Technology Diploma 258
Radiography 260
Readmission of Curricular Students 43
Refund Policy, Continuing Education and Community Development 135
Refund Policy, Curriculum 49
Refund/Student Repayment Policies for Title IV Programs 84

Refusal of Admission Policy 38
Registration 52
Registration and Attendance, Continuing Education and Community Dev. 134
Registration for Developmental Courses 53
Religious Observances Policy For Students 55
Removal of Incomplete 64
Repetition of Course Work 71
Residence Classification for Tuition Purposes 47
Respiratory Care Refresher 140
Respiratory Therapy 262
Returned Check Fees 49
Rotaract 111

Safety Training (OSHA) 138
Satisfactory Academic Progress 65
Schedule Purges 52
Scholarships 85
Self-Supporting Courses 147
Seminars 147
Senior Citizens 47
Sigma Alpha Pi 108
Simulation and Game Development 264
Small Business Center 143
Society for Advancement of Management 112
Solicitation of Funds (Clubs and Organizations) 105
Soliciting Policy 126
Southern Organization of Human Services 112
Special Credit Students 43
Specialty Occupational Programs 137
Spirit Club 112
Sponsored Research Programs 127
Staff by Division 20
Student Activity Fee 48
Student Ambassadors 112
Student Appeals Process for Coursework Done at Unaccredited Institution 59
Student Assistance Programs 101
Student Classifications 69
Student Code of Conduct Policy 117
Student Financial Aid Concerns 121
Student Development Services 32, 90
Student Government Association 113
Student Grievance Procedure/Due Process 120, 121
Student Involvement in College Decision Making 116
Student Leaders Embracing Education in Polysomnography 113
Student Massage Therapy Association 113
Student Occupational Therapy Association 113
Student Organizations 104

Student Rights and Responsibilities....115
Student Sexual Assault Response System....102
Student Support Services....95
Students of Fine Arts....113
Students Mentoring Students....114
Substance Abuse....122
Summer Graduates Participating in Spring Ceremonies....70

Technology Fee....48
Textbooks and Supplies....49
Therapeutic Massage....266
Therapeutic Recreation Assistant....268
Tobacco Policy....124
Traffic Regulations....114
Transcript Fee....49
Transcripts....67
Transfer Admissions....42
Transfer Credit....58
Transfer to Other Institutions....68
TRIO: Student Support Services and Educational Opportunity Center....95
Tuition....47
Tuition Assistance/GoArmyEd....88
Tutorial and Academic Success Center (TASC)....96

University Transfer....276
University Transfer Admissions....41
Unofficial Withdrawal....56
Unsatisfactory Academic Progress....65

Verification of Enrollment....68
Veterans Benefits....88
Vision Statement....13, 36
VISIONS Program....125
Vocational Rehabilitation....88

Walk-In Registration....52
Ways to Success....70
Web Technologies....261
Weekend College....72
Welding Technology....266
Withdrawal from Classes....57
Withdrawals After End of the Semester....92
Women's Resource Center....84
Work-Study, Federal....81
Workplace Instruction....145
Workshops....147
Written Student Complaints Policy....119

Pitt Community College

Is An Equal Opportunity Institution
and
It Is An Equal Opportunity Employer

The College's Title IX and 504 Coordinators are as follows:

For Employees: Director, Human Resources
Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
Telephone: (252) 493-7289

For Students: Vice President, Student Development Services
Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
Telephone: (252) 493-7211

STUDENT RIGHT-TO-KNOW ACT DISCLOSURE

In compliance with the Student Right-To-Know Act, Pitt Community College hereby discloses a 4-year average (2006-2009) graduation/completion rate of 14% for first-time, full-time, degree/diploma/certificate seeking students.

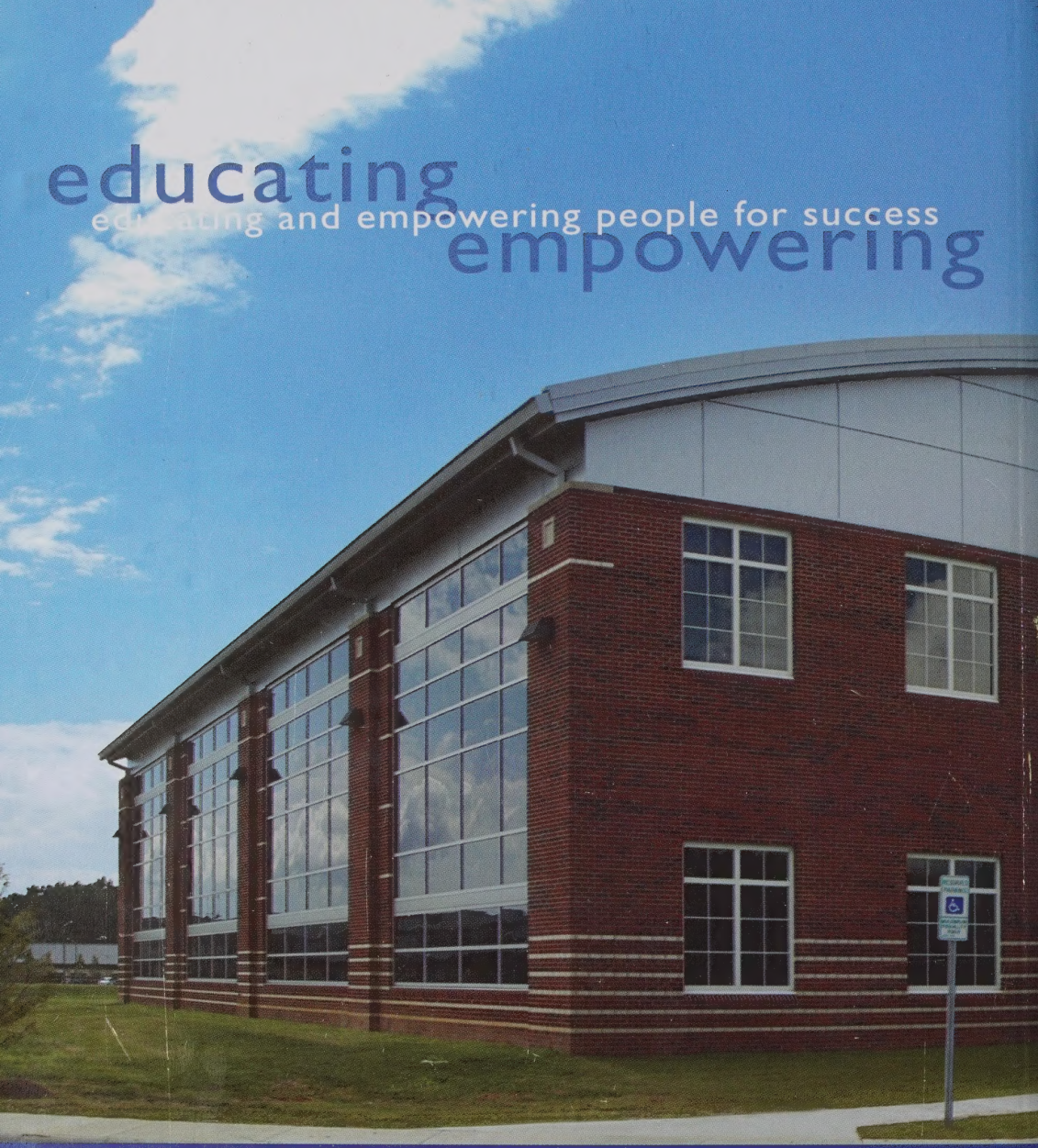
PCC Archives

6,500 copies of this public document were printed at a cost of $11,500 or $1.7692 per copy. June 2013

educating

educating and empowering people for success

empowering



PITT Community College

PO Drawer 7007 • Greenville, North Carolina 27835-7007
www.pittcc.edu
252.493.7232