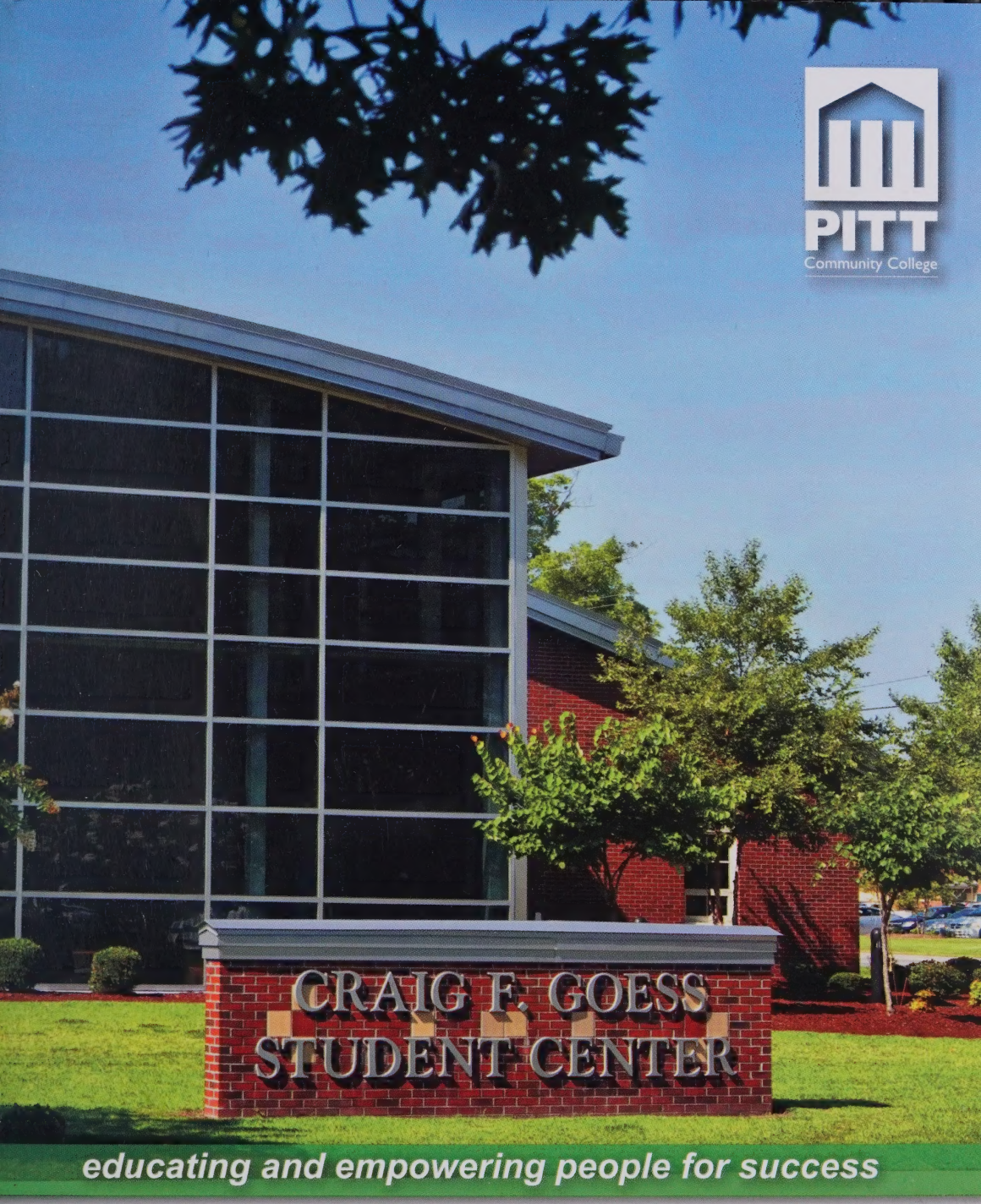

educating and empowering people for success

2015-2016
General Catalog

Important Phone Numbers

Admissions

Arts & Sciences Division – (252) 493-7820
Business Division – (252) 493-7371
Construction & Industrial Division – (252) 493-7222
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

Health Sciences Admissions Specialist – (252) 493-7473

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) 493-7210

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 Southern Association of Colleges and Schools
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 XXXIV
2015 - 2016

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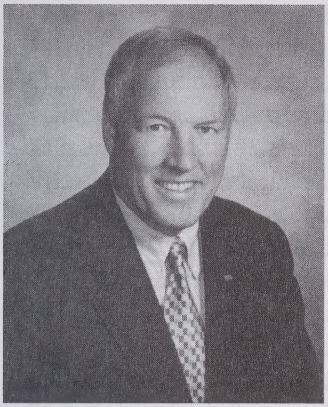
Pitt Community College publishes this catalog to provide students and other interested persons with information about the College and its programs. The information provided is up-to-date as of June 15, 2015. For information about changes after this date, refer to the addendums to the catalog on the Pitt 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

Pitt Community College is on the move, and we are glad that you are taking advantage of our learning opportunities. We continue to add degrees and certifications which fit employer needs and coordinate with baccalaureate and graduate degree programs. We know that you have many options for higher education. For us, the completion of your educational goals is our top objective.

Student success, one of Pitt's strategic goals, depends upon your active participation in academic and career planning. It also places responsibility on our faculty and staff to deliver a learning experience which is connected with industry standards and responds to you as an individual.

Investments in our facilities have increased, with a new bookstore, career center, computer lab and student lounge in the Craig Goess Student Center. We will also break ground for what will be the largest building on campus in 2015, the Science Building. These spaces and others will provide the environments for learning, but you are the essential ingredient. Please do everything you can to complete courses and stay on track to meet your goals.

This catalog provides a detailed description of the College's policies, procedures, courses, and other information as you progress through your academic program or shift to a new one. You may also consult our website (www.pittcc.edu) for the most current information and activities. I welcome you to carefully consider the broad array of programs we offer and become involved in the classroom, in campus activities, and in our many clubs and 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 dreams related to careers, further education and the development of your full potential.

Dr. G. Dennis Massey

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PITT COMMUNITY COLLEGE

Academic Calendar – 2015 - 2016

FALL SEMESTER 2015

Convocation	Thursday	August	13
Walk-In Registration: Day and Evening	Friday	August	14
Last Day for 100% Refund	Friday	August	14
Day and Evening Classes Begin	Monday	August	17
DMA Session 1 & DRE Session 1 Begin	Monday	August	17
Schedule Changes (Registrar's Office Only)	Mon.-Wed.	August	17-19
Last Day to Add Classes	Wednesday	August	19
Weekend College - 1st Session Begins	Friday	August	21
Last Day to Drop Classes	Wednesday	August	26
Last Day for 75% Refund (16-week classes)	Wednesday	August	26
14-Week Classes Begin	Monday	August	31
No Weekend Classes	Friday	September	4
	- Sunday	September	6
Labor Day (campus closed)	Monday	September	7
Last Day for 75% Refund (14-week classes)	Wednesday	September	9
DMA Session 1 Ends	Monday	September	14
Re-enrollment Day for Dev. Math Session 2	Monday	September	14
DMA Session 2 Begins	Tuesday	September	15
First Financial Aid Disbursement - Fall 2015	Tuesday	September	15
Last Day for 75% Refund (12-week classes)	Monday	September	21
Weekend College - 1st Session Ends	Saturday	October	10
Student/Faculty Fall Break	Mon.-Tues.	October	12-13
DRE Session 1 Ends	Wednesday	October	14
DMA Session 2 Ends	Wednesday	October	14
Re-enrollment Day for Dev. Math Session 3	Wednesday	October	14
Re-enrollment Day for Dev. English Session 2	Friday	October	9
DMA Session 3 & DRE Session 2 Begins	Thursday	October	15
Priority Deadline to Apply for Fin. Aid for Spring 2016	Thursday	October	15
Weekend College - 2nd Session Begins	Friday	October	16
Priority Registration for Spring Semester 2016	Monday	November	9
	- Monday	December	7
DMA Session 3 Ends	Wednesday	November	11
Re-enrollment Day for Dev. Math Session 4	Wednesday	November	11
Last Day to Officially Withdraw	Wednesday	November	11
DMA Session 4 Begins	Thursday	November	12
Last Day to Officially Withdraw from 14-week classes	Monday	November	16
Last Day to Submit Financial Aid Appeals for Spring 2016	Wednesday	November	18
Student/Faculty Break (no classes)	Wed.-Sun.	November	25-29

Thanksgiving (campus closed)	Thursday	November	26
	- Sunday	November	29
Last Day of Day Classes (Weekend College)	Saturday	December	12
Last Day of Classes	Monday	December	14
Final Grades Due	Tuesday	December	15
Student Break	Tuesday	December	15
	- Wednesday	January	6
Faculty Break	Wednesday	December	16
	- Monday	January	4
Holiday Break (campus closed)	Saturday	December	19
	- Sunday	January	3

SPRING SEMESTER 2016

Walk-In Registration: Day and Evening	Tues. & Wed.	January	5-6
Last Day for 100% Refund	Wednesday	January	6
Day and Evening Classes Begin	Thursday	January	7
DMA Session 1 & DRE Session 1 Begin	Thursday	January	7
Schedule Changes (Registrar's Office Only)	Thurs.-Mon.	January	7, 8, 11
Weekend Classes Begin	Friday	January	8
Last Day to Add Classes	Monday	January	11
Martin Luther King Holiday	Monday	January	18
Last Day for 75% Refund (16-week classes)	Tuesday	January	19
Last Day to Drop Classes	Tuesday	January	19
14-Week Classes Begin	Thursday	January	21
Last Day for 75% Refund (14-week classes)	Friday	January	29
DMA Session 1 Ends	Thursday	February	4
12-Week Classes Begin	Thursday	February	4
Re-enrollment Day for Dev. Math - Session 2	Thursday	February	4
First Financial Aid Disbursement - Spring 2016	Friday	February	5
DMA Session 2 Begins	Friday	February	5
Last Day for 75% Refund (12-week classes)	Thursday	February	11
Weekend College - 1st Session Ends	Saturday	February	27
DRE Session 1 Ends	Wednesday	March	2
Re-enrollment Day for Dev. English - Session 2	Wednesday	March	2
DMA Session 2 Ends	Thursday	March	3
Re-enrollment Day for Dev. Math - Session 3	Thursday	March	3
8-Week Classes Begin	Thursday	March	3
DMA Session 3 Begins	Friday	March	4
Weekend College - 2nd Session Begins	Friday	March	4
Student/Faculty Spring Break	Sunday	March	6
	- Sunday	March	13
Priority Deadline to Apply for Fin. Aid for Summer 2016	Tuesday	March	15
Student/Faculty Break/Storm Make-up Day	Thursday	March	24
State Holiday (campus closed)	Friday	March	25
	- Sunday	March	27

DMA Session 3 Ends	Monday	April	11
Re-enrollment Day for Dev. Math - Session 4	Monday	April	11
Priority Registration for Summer Term 2016	Monday	April	11
and Fall Semester 2016	- Monday	May	2
Last Day to Officially Withdraw	Tuesday	April	12
DMA Session 4 Begins	Tuesday	April	12
Last Day to Officially Withdraw from 14-week classes	Thursday	April	14
Last Day to submit Financial Aid Appeals for Summer 2016	Friday	April	29
Weekend College - 2nd Session Ends	Saturday	May	7
Last Day of Day and Evening Classes	Monday	May	9
Final Grades Due	Tuesday	May	10
Graduation	Tuesday	May	10
Payment Due for Summer 2016 Classes	Tuesday	May	10
Student Break	Tuesday	May	10
	- Thursday	May	19
GED/AHS Commencement	Wednesday	May	11
Faculty Break	Wednesday	May	11
	- Wednesday	May	18
Priority Deadline to Apply for Fin. Aid for Fall 2016	Monday	May	16

SUMMER TERM 2016

Walk-In Registration: Day and Evening	Thursday	May	19
Last Day for 100% Refund	Thursday	May	19
Summer Full-Term Classes Begin	Friday	May	20
Summer Mini Semester A Begins	Friday	May	20
DMA Session A & DRE Session 1 Begin	Friday	May	20
Schedule Changes (Registrar's Office Only)	Fri. & Mon.	May	20 & 23
Last Day to Add Classes	Monday	May	23
Last Day for 75% Refund (Mini Semester A)	Tuesday	May	24
Last Day for 75% Refund (10-Week Classes)	Thursday	May	26
Last Day to Drop Classes	Thursday	May	26
Memorial Day Holiday (campus closed)	Saturday	May	28
	- Monday	May	30
Fall 2016 Registration (Re-opens for continuing students)		June	1
Weekend College Begins	Friday	June	3
8-Week Classes Begin	Monday	June	6
Last Day for 75% Refund (8-Week Classes)	Thursday	June	9
First Financial Aid Disbursement - Su. 2016	Thursday	June	9
Last Day to Officially Withdraw (Mini Semester A)	Wednesday	June	15
DMA Session A Ends	Friday	June	17
Re-enrollment Day for Dev. Math Session B	Saturday	June	18

DMA Session B Begins	Monday	June	20
Mini Semester A Classes End	Thursday	June	23
Mini Semester B Classes Begin	Friday	June	24
Last Day for 75% Refund (Mini Session B)	Tuesday	June	28
Student/Faculty Summer Break	Friday	July	1
Independence Day Holiday (campus closed)	Saturday	July	2
	- Monday	July	4
Last Day to Officially Withdraw (Weekend College)			
	Monday	July	18
DRE Session 1 Ends	Tuesday	July	19
DMA Session B Ends	Tuesday	July	19
Last Day to Officially Withdraw (Mini Semester B)			
	Tuesday	July	26
Registration Day (No Classes/Faculty Workday)	Wednesday	July	27
Fall 2016 Registration Ends	Thursday	July	28
Weekend College Ends	Saturday	July	30
Last Day of Classes (Full Semester & Mini B)	Wednesday	August	3
Final Grades Due	Thursday	August	4

CALENDAR OF SPECIAL EVENTS

Staff & Faculty Fund Drive	September 1 - 30, 2015
Constitution Day	September 17, 2015
PCC Fall Golf Classic	September 17, 2015
Fall Fest	October 21, 2015
Holiday Show	November 6-8, 2015
Veteran's Day Salute	November 11, 2015
Scholarship Reception	October 26, 2015
MLK Celebration & Kick Off for Black History Month	January 15, 2016
Women's History Month (Forum)	March 2, 2016
Academic Excellence Reception	March 18, 2016
Accelerating the Future Spring Scholarship Fundraising Event	March 18, 2016
Spring Fling	April 6, 2016
Graduation	May 10, 2016

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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) 493-7210 or e-mail at snobles@email.pittcc.edu. Gifts/donations may be mailed to PCC Foundation, P. O. Drawer 7007, Greenville, NC 27835-7007 or on-line at www.pittccfoundation.com. Members of the Foundation Board are:

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Steve Jordan ..... Maintenance Technician
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VACANT ..... Maintenance Technician

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Amanda Wells, B.S.H.R.....Human Resources Generalist

Information Technology and Services

Ernest L. Simons, III, CGCIO, M.B.A. .....Assistant Vice President, Information Technology and Services
Khalid Abdelfattah, M.S., B.S. .....Senior Programmer/Analyst
Kris Anderson, B.S. ..... HelpDesk Supervisor
Brian Bothern, A.A.S., CNA..... Systems Administrator, Administrative Computing
Jason K. Bratton, A.A.S. ..... Information Technology Analyst
Jason Freeman, A.A.S., B.S. ..... Personal Computer Technician
Matthew Gathercole, A.A.S. ..... Network Technician
Richard Grimes, A.A.S. .....Technical Coordinator
Kirk Grice, A.A.S..... Network Technician
Chuck Hauser, M.A., B.A. .....Senior Systems Administrator, Administrative Computing
Karen LeMoine, B.S., CCNA, CCAI..... Network Administrator
William R. Lewis, II, B.S.....Director, Infrastructrue Services
Paul Lilley, A.A.S. ..... Personal Computer Technician
Michael Mayo, A.A.S. ..... Personal Computer Technician
Kathryn T. Minnick, A.A.S. ..... Administrative Assistant, Assistant Vice President, Information Technology and Services
Janet Mintern, A.A.S.....Director, Administrative Computing
Jeremy Morris, M.A..... Coordinator, IT Research & Special Projects
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
VACANT .....Programmer/Analyst
VACANT .....Programmer/Analyst

VACANT ..... Systems Administrator, Administrative Computing

Inventory Control/Courier Services

Robert B. Conway.....Manager, Courier/Shipping and Receiving
Lillie Andrews, A.A.S. ..... Courier Services Technician
Ashleigh Arp, A.A.S. .....Administrative Secretary, Courier/Shipping and Receiving
Scott Chauncey, B.S.BA. ..... Equipment and Inventory Control Officer
Rudy Lloyd, B.S. ..... Courier Services Technician
Roy Wooten..... Courier Services Technician

OFFICE OF THE CHIEF FINANCIAL OFFICER

Ricky D. Brown, M.B.A. ..... Chief Financial Officer
Laura Neal Brown, B.S. ..... College Store Technician
Kelly J. Clark, A.A.S. ..... Administrative Assistant, Chief Financial Officer
Frances Daugherty .....Head Cashier
Ginger Ferrell..... Accounting Technician
Becky Godley.....Payroll Technician
Pat Hardee, A.A.S. ..... Purchasing Technician
Kathryn T. Harrison, A.A.S..... College Store Technician
Tia S. Holloman, B.S.B.A.....Staff Accountant
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
Sandra Richardson ..... Purchasing Technician
Gloristeen Roberson, A.A.S..... Manager, Copy Center
Stephen Venters, A.A.S. ..... College Store Technician
Alex Wadford, M.B.A. .....Assistant Manager, College Store
Samantha Whitehurst, A.A.S. ..... Accounting Technician
Kate Williams, B.S.B.A. .....Staff Accountant
Tracey Yarborough, A.A.S. ..... Accounts Receivable/Cashier Supervisor
VACANT .....Manager, College Store
VACANT .....Director, Purchasing

OFFICE OF THE VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT

Susan Q. Nobles, M.Ed..... Vice President, Institutional Advancement
Lisa B. Elmore, CEOE, A.A.S. ..... Administrative Assistant to the Vice President, Institutional Advancement

Alumni and Resource Development Services

Ashley Dews Smith, M.P.A. ..... Director, Alumni and Resource Development Services
Erin Greenleaf, B.A. ..... Events Specialist
Erin Perkins, B.S. ..... Administrative Assistant/Data Specialist
VACANT ..... Major Gifts Officer

Marketing

Jane Power, B.I.D. ..... Director, Marketing
Beth Perkins, M.S. ..... Marketing Specialist
Newton Smith, B.F.A. ..... Marketing Specialist

Media Relations

Rob Goldberg, B.A. ..... Director, Media Relations
Alex Freedman, B.S./B.A. ..... Media Relations Specialist

VISIONS and HORIZONS Programs

Marianne K. Cox, M.A.Ed. ..... Director, VISIONS/HORIZONS Programs
Amanda Schutt, B.S.Ed. ..... Coordinator, HORIZONS Program
Jim Shallow, M.A. Ed. ... Coordinator, VISIONS Technical High School Program
Rebecca Warren, B.S. ..... Coordinator, VISIONS High School Program

OFFICE OF THE VICE PRESIDENT OF STUDENT DEVELOPMENT SERVICES

Donald R. Spell, Ed.D. ..... Vice President, Student Development Services
William (Junior) Bailey, B.S. ..... Student Activities Specialist/ Athletic Director/Softball Coach
Connie Blake, B.S.B.E. ..... Assistant Registrar
Janet Brewer, A.A.S. ..... Financial Aid Assistant
Dollie A. Brown, A.A.S. ..... Admissions and Records Specialist
Crystal Burnett, M.A. ..... Recruitment, Retention and Advising Specialist
John Carrere, B.S. ..... Counselor/Student Success
Joanne T. Ceres, M.A. ..... Dean, Student Services and Enrollment Management
Angela Cline, M.P.A. ..... Registrar
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
Tamara Glaspie, B.S. ..... Assistant Director, Financial Aid Services
Margie Harris, B.B.A. ..... Transcript Analyst
Lenora Harvey, A.A.S., B.S. ..... Administrative Secretary, Disability Services
William Hitt, M.S., LPC-A ..... Counselor
Jessica Jaimes, M.A. ..... Director, PCC Global

Katelynn James, M.S. ..... Coordinator, Student Activities/Volleyball Coach
Rosemary Johnson, M.B.A. ..... Financial Aid Assistant
Christy L. Jones, M.S. ..... TRIO: EOC Coordinator
Jenifer Jones, B.S. ..... Admissions and Records Specialist
Rhonda Jones, A.A.S. ..... Financial Aid Assistant
Simone Jones, A.A,S, ... Financial Aid Assistant
Helen M. Kelley, B.S. ..... Administrative Secretary/Switchboard
Norma Manning, B.S. ..... Financial Aid Assistant
April L. Moore, B.S.B.E. ..... Administrative Assistant to the Vice President, Student Development Services
Tonya A. Moye, A.A.S. ..... Financial Aid Assistant
LaTonya M. Nixon, Ed.D. ..... Executive Director, TRIO Programs
Starleena Peel, A.A.S. ..... Administrative Secretary, TRIO Student Support Services
Danielle Poyner, B.S. ..... Admissions and Records Specialist
Lisa M. Reichstein, B.S. ..... Director, Financial Aid Services
Kakisha Roberson, A.A.S. ..... Admissions and Records Specialist
Sonji Rowsom, B.S. ..... Coordinator, Veterans Affairs
Sandra Saunders-Smith, M.S. ..... EOC Outreach Specialist, Edgecombe Community College
Kendra Sessoms, A.A.S. ..... Administrative Assistant, Student Services
Jasmin Spain, M.Ed. ..... Director, Student Mentoring, Conduct and Academic Progression
Amy Staton, B.S. ..... English/Reading Academic Specialist,
Olivia Sutton, M.S. ..... Counselor
Mary Tyson, B.S. ..... Financial Aid and Registration Customer Service Representative
Starlette Vaught, B.S., M.A. ..... Director, Disability Services
Kim Waters, M.S. ..... Counselor, TRIO Student Support Services
Velda Whitfield, A.A. ..... Administrative Assistant, Office of Vice President, Student Developmemt Services
Vanessa Williams, B.A. ..... EOC Outreach Specialist
Kimberly Williamson, Ed.D. .... Assistant Dean, Counseling and Student Services
VACANT ..... Disability Specialist
VACANT ..... Administrative Secretary, Financial Aid
VACANT ..... Financial Aid Assistant

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 Technology Enterprise Center - Biotechnology and BioNetwork programs
3. Public Safety Training Center - firing range
4. Greenville Intergenerational Center - Construction design and building laboratory.
5. Bernstein Healthcare Center - Basic Skills
6. The PCC Farmville Center will open in the Fall 2015

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 two 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 2011, the college celebrated its 50th Anniversary with monthly activities celebrating the services of the college and recognizing its history. The college's history was documented by author Roger Kammerer in *Resolved to Serve*, a book published by the PCC Foundation. In addition to the factual and chronological record of important events, the book also included anecdotal comments from community and college leaders.

In 2011, the college opened the Construction and Industrial Technology Building and the Facilities Services Building. The Charles Russell Building, a general classroom building named in honor of the college's third president, was opened in 2012. The construction funding for these three facilities was made possible by the Pitt County voters' approval in 2007 of a ¼ cent sales tax increase that was designated to provide construction funding for Pitt County Schools and Pitt Community College.

In June 2013, the college received its reaccreditation by the Southern Association of Colleges and Schools Commission on Colleges.

In November 2013, Pitt County voters approved a $19.9 million bond referendum that will provide funds for the construction of a new science building and the

purchase and renovation of a 15,000 square ft. facility south of campus which will be the site for the college's law enforcement training. The facility was purchased in May 2014 and should be ready in late 2015 for Basic Law Enforcement Training and continuing education for law enforcement officers. The construction of the new science building should also begin in 2015 and open in 2017.

In 2015, Pitt Community College offers 63 curriculum programs and 125 credentials. In support of the college's mission to educate and empower people for success, the institution's employees strive to provide high quality general education, liberal arts and sciences, technical career education, continuing education, and developmental education. PCC has been recognized for its excellent health science programs, business, industrial, technical/vocational, and public safety programs as well as collaborative programs with Pitt County Schools and ECU. A total of 24,024 students were served by PCC in 2013-2014. The college ranks seventh according to enrollment among the 58 colleges in 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

Pitt Community College educates and empowers people for success. The College is a vital partner in the economic and workforce development of our community with a culture of excellence and innovation. PCC provides access to dynamic learning opportunities designed to foster successful career preparation, higher education transfer, community involvement, and global engagement.

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.

PITT COMMUNITY COLLEGE GOALS

Goal 1: Student Learning Success
Goal 2: Workforce Development and Job Readiness
Goal 3: Student and Community Engagement
Goal 4: Strategically Leverage Technology for Success

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.

STATE AUTHORIZATION OF DISTANCE LEARNING

Admission of applicants residing outside North Carolina to an online degree, diploma, or certificate program or individual online courses offered by Pitt Community College is dependent on the college's ability to secure authorization from the applicant's state of residence, if such authorization is required. Individuals interested in applying to online programs or courses who do not reside in an authorized state, should not submit an application for admission to Pitt Community College until authorization is verified.

Please note that state authorization does not affect the cost of attending college at PCC. Tuition requirements, including those for out-of-state students, still apply.

PCC is currently authorized* to operate in, or authorization is not required in the following states and U.S. Territories:

Arkansas	Arizona	California
Colorado	Connecticut	Delaware
District of Columbia	Florida	Georgia
Hawaii	Idaho	Iowa
Kansas	Louisiana	Maine
Mississippi	Nebraska	New Hampshire
New Jersey	Ohio	Oklahoma
Oregon	Pennsylvania	Rhode Island
South Carolina	Tennessee	Texas**
Utah	Virginia	West Virginia
Wisconsin		

*Additional authorizations may be required in certain situations.
**Pitt Community College (PCC) is not regulated in Texas under Chapter 132 of the Texas Education Code. Instead, PCC is accredited in the state of North Carolina by the Southern Association of Colleges and Schools(TM).

For additional information on state authorization, please contact:
Mike Clendenen, A.A.S., IC3
Director of Distance Learning and Instructional Technology
Phone: (252) 493-7608
Email: mwclendenen091@my.pittcc.edu

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 and for students who have an official transcript grade point average (GPA) of 2.6 or better from a high school that is legally authorized to operate in North Carolina and who graduated from that high school within five years of college enrollment AND have completed four math courses, including Algebra 1, Geometry, Algebra II (or the Common Core equivalent) and one additional math course.

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 High School Equivalency (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 Orientations, Bulldog Briefings and New Student Orientation Day. Mandatory new student orientation is required for all new freshmen attending college for the first time. New freshmen must complete an orientation session prior to registering for Fall 2015 courses. Find additional information on the PCC website at http://www.pittcc.edu/academics/student-orientation/index.html.

PLACEMENT TESTING

The NC Diagnostic Assessment and Placement (NC-DAP) test is used by North Carolina's community colleges to identify student readiness for college-level courses. The NC-DAP assesses students' understanding of general math, English and Reading Skills. PCC also requires students to complete a Computer Skills test. This test was developed by the PCC Information Systems Technology Department and can only be taken through PCC. Computer Skills placement scores cannot be transferred to another school.

Placement testing is offered during select lab hours by appointment. Students may schedule an appointment by utilizing the online appointment scheduler on the PCC Placement Testing website. Distance Learning Students should contact the Placement Testing Office or visit the PCC Placement Testing website for information about distance learning testing. Students who require special accommodations will be referred to the Disability Services Director. A PCC application must be turned in order to schedule a placement testing appointment. A picture I.D. is required for testing. Children are not allowed in the testing lab.

Effective October 1, 2014 students may be waived from the English, math and/or computer skills placement test based on minimum SAT/ACT scores established by the state of North Carolina Multiple Measures Policy. Multiple Measures Policy minimum cut scores supersede prior institutional SAT/ACT waiver policies. Students who score 500+ on the SAT Math or 22+ on the ACT Math will be waived from the math and computer skills placement test. Students who score a 500+ on the SAT Critical Reading OR SAT Writing will be waived from the English placement test. Students who score 22+ on the ACT Reading OR 18+ on the ACT English will be waived from the English Placement Test. In order to receive a waiver for the placement test, students must provide an official copy of their SAT/ACT score report to the PCC Placement Testing Office. The minimum scores are subject to change without notice. For further information about Placement Testing visit the PCC website or 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). Students submitting NC-DAP scores from other North Carolina community colleges may be required to complete the computer skills placement test through PCC.

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
- Students who meet SAT math waiver requirements will also be waived from the computer skills placement test
- Students who meet ACT math waiver requirements will also be waived from the computer skills placement test
- 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)
- High school transcript meets waiver requirements to waive students from placement testing

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 individuals 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 and should be sent to the PCC Registrar's Office.
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. Visit the PCC website for CLEP fee information.

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+

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 specialists. All applicants to these programs will be placed in the Associate in General Education (AGE) program (A10300) pending acceptance into the health science program. Health Sciences admissions specialists are located in the Fulford Building.
Telephone: (252) 493-7473. E-mail: hltscadm@email.pittcc.edu.

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
Emergency Medical Science
Health Information Technology (HIT)
Mammography Certificate
Medical Assisting
Medical Assisting Clinical Certificate
Medical Dosimetry
Medical Sonography
Nuclear Medicine Technology
Nuclear Medicine Diploma
Occupational Therapy Assistant
Paramedic Diploma
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. College Transfer Pathways leading to the Associate in Arts and the Associate in Science transfer degrees;
2. Career and Technical Education Pathways leading to certificates, diplomas or degrees.

Eligibility for these two pathways is based on the following:

1. College Transfer Pathways
   - 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 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 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 170-171).

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 $264.00 per credit hour for the 2014-2015 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 (High school equivalency) 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 2015)

All North Carolina residents enrolled for sixteen (16) or more curricular credit hours are charged a maximum tuition of $1,152.00 per semester. ($72.00 per credit hour)

Part-Time Tuition

The tuition charge for North Carolina resident curricular students is $72.00 times the number of credit hours for which the student is enrolled. Example: 6 credit hours x $72.00 equals $432.00.

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 $4,224.00 per semester for full-time enrollment. For part-time students, the fee is $264.00 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

Dean of Enrollment Management and Student Services. The Appendix B form is on the Pitt web page under admissions (www.pittcc.edu)

Deadlines for filing a residency application are as follows:

- Fall 2015 - August 26, 2015
- Spring 2016 - January 19, 2016
- Summer 2016 - May 26, 2015

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 Dean of Enrollment Management and Student 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 Dean of Enrollment Management and Student Services at (252) 493-7320.

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 $15.00 for Fall and Spring semesters and $10.00 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. Transcripts can be requested at the National Student Clearinghouse.

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 (IE SBCCC900.1) 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 who 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 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.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program in accordance to Federal requirements. 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 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.

EVENING AND WEEKEND COLLEGE

The intent of Evening and 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.

Evening and 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.

Evening and 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 computer 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) and English (DRE)Policy
MAT 060, 070 and 080 have been replaced by a series of four-week courses: DMA 010, 020, 030, 040, 050, 060, 070 and 080. ENG 070, 080 and 090 have been replaced by a series of 8-week courses: DRE 096, 097, 098 and 099. Based on a diagnostic test score, students will place into the DMA and/or DRE courses required by the curriculum math course in their program of study and by ENG 111. For the DMA modules, students must enter class by the third day of the session and only two absences are allowed. For DRE courses, students must enter class by the third day of the session; four absences are allowed. Students who exceed the allowed number of absences will be unofficially withdrawn from the course.

Students must achieve an 80% mastery of competencies for each course in order to progress to the next course. Students who successfully achieve this mastery will receive a "P" (pass) grade. Students who do not achieve this mastery will receive an "R" (re-enroll) grade. "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. Students will register for one module at a time throughout the semester as indicated in the College calendar.

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 Work Based Learning 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 make an appointment with a counselor to complete the withdrawal process. (Note: Health Sciences students must meet with their academic advisor.)

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 course 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.

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 work based learning 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.

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
- Web Technologies

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*
- Data Entry Applications
- Healthcare Management Technology
- Java Programming
- Legal Office
- Mammography*

- Magnetic Resonance Imaging*
- Management Applications and Principles
- Marketing
- Medical Office Receptionist
- Office Software Support
- Patient Access Representative
- Positron Emission Tomography
- 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*

*Some components of these programs must be completed face-to-face.

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

STATE AUTHORIZATION OF DISTANCE LEARNING

Admission of applicants residing outside North Carolina to an online degree, diploma, or certificate program or individual online courses offered by Pitt Community College is dependent on the college's ability to secure authorization from the applicant's state of residence, if such authorization is required. Individuals interested in applying to online programs or courses who do not reside in an authorized state, should not submit an application for admission to Pitt Community College until authorization is verified.

Please note that state authorization does not affect the cost of attending college at PCC. Tuition requirements, including those for out-of-state students, still apply.

PCC is currently authorized* to operate in, or authorization is not required in the following states and U.S. Territories:

Arkansas	Arizona	California
Colorado	Connecticut	Delaware
District of Columbia	Florida	Georgia
Hawaii	Idaho	Iowa
Kansas	Louisiana	Maine
Mississippi	Nebraska	New Hampshire

New Jersey	Ohio	Oklahoma
Oregon	Pennsylvania	Rhode Island
South Carolina	Tennessee	Texas**
Utah	Virginia	West Virginia
Wisconsin		

*Additional authorizations may be required in certain situations.
**Pitt Community College (PCC) is not regulated in Texas under Chapter 132 of the Texas Education Code. Instead, PCC is accredited in the state of North Carolina by the Southern Association of Colleges and Schools(TM).

For additional information on state authorization, please contact:
Mike Clendenen, A.A.S., IC3
Director of Distance Learning and Instructional Technology
Phone: (252) 493-7608
Email: mwclendenen091@my.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, published on the Student Recognitions page of our website, 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 56 - 58.

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 by the 75% point of the next semester immediately following receipt of the "I" (see College Calendar).

An "I" that is not removed during the first 75% of the next term 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 in order for a student to complete a credential.

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.

ACADEMIC STANDING POLICY

I. GOOD ACADEMIC STANDING

To maintain Satisfactory Academic Progress and to be considered in Good Academic Standing, students must earn a specific cumulative GPA according to the number of semester hours for which they have attempted (see GPA & Satisfactory Academic Progress chart). Each student's academic progression will be reviewed annually.

II. ACADEMIC WARNING

If a student fails to make Satisfactory Academic Progress at the end of their first year at Pitt Community College, the student is placed on Academic Warning. Students placed on Academic Warning will be referred to the Office of Student Mentoring, Conduct & Academic Progression for appropriate interventions.

III. ACADEMIC PROBATION

If a student fails to make Satisfactory Academic Progress at the end of their second year at Pitt Community College, the student is placed on Academic Probation. Students placed on Academic Probation will be referred to the Office of Student Mentoring, Conduct & Academic Progression for appropriate interventions.

IV. ACADEMIC SUSPENSION

If a student fails to make Satisfactory Academic Progress at the end of their third year at Pitt Community College, the student is placed on Academic Suspension. The student will be suspended for the upcoming term from curriculum courses only, not Continuing Education courses. The student will have two options: 1.) sit out for the upcoming term, or 2.) appeal the suspension. If a student decides to sit out for the upcoming term or if the appeal is denied resulting in a one term removal, upon return to PCC the student will have the status of Academic Probation. The student record will reflect the history of the student's academic standing.

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. PCC will not be held responsible when the student fails to notify the institution of an address change.

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.

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. 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.

Students must apply for graduation by the dates published on our website in order to graduate at the end of their last semester.

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 apply for graduation.

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

4. Must register and pay for ALL classes needed to graduate in August by the published payment deadline

5. Must pass all courses taken in the spring

6. 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.

ATTENDANCE AFTER GRADUATION
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.

Students are required to pass the Cisco Academy final exam and the hands-on final exam administered in NET 125, NET 126, NET 225, and NET 226 with a 70 or higher in order to continue enrollment in the following course within the Cisco Academy curriculum. Failure to obtain a 70 or higher on both final exams will require the student to repeat the course.

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.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. Financial aid will only pay for courses that are required by the student's current major.

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 four weeks after the term has begun. The Financial Aid positing disbursement schedule will be posted online at www.pittcc.edu under the financial aid section. It is the policy of Pitt Community College to have periods where there are no postings and/or disbursements to allow for extended registration and bookstore charging of late starting courses. This "blackout" period is posted online on the academic calendar. 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. PCC will not be held responsible when the student fails to

notify the institution of an address change.

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. (See page 68 for PCC's Standards of Academic Progress Scale.)

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 warning for the next term. At the end of the warning 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 warning will be required to attend a workshop designed to help them regain their financial aid eligibility. The dates for these workshops are posted on the PCC Financial Aid website.

- Students will obtain the required appeals forms at the workshop. Completed appeals packets must include an academic plan and must be submitted to the Financial Aid office by the following deadlines: Fall 2015 - July 16, 2015; Spring 2016 - November 18, 2015; Summer 2016 - April 29, 2016.

Financial Aid Warning

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

Unsatisfactory Academic Progress

A student who is not making academic progress 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 warning 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.

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

2. All students who have who have been placed on warning 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 warning term. During the warning 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 prior to the appeals deadline.

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 16, 2015 - Fall Term
   - November 18, 2015 - Spring Term
   - April 29, 2016 - Summer Term

Students will be notified by e-mail 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 suspended 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 each course. 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. Students may also add late starting courses anytime during the term to increase hours for eligibility.

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 Associate in General Education. Student is now accepted in Associate 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).

2015-2016 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	$2,518	$2,518	$3,776	$3,776
BOOKS/ SUPPLIES	$1,600	$1,600	$2,000	$2,000
ROOM	-0-	$5,400	-0-	$7,200
BOARD	$4,500	$4,500	$6,000	$6,000
PERSONAL	$1,800	$1,800	$2,400	$2,400
TRANS	$3,600	$3,600	$5,400	$5,400
TOTALS	$14,018	$19,418	$19,576	$26,776
(continued on next page)				

	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	$8,662	$8,662	$12,993	$12,993
BOOKS/ SUPPLIES	$1,600	$1,600	$2,000	$2,000
ROOM	-0-	$5,400	-0-	$7,200
BOARD	$4,500	$4,500	$6,000	$6,000
PERSONAL	$1,800	$1,800	$2,400	$2,400
TRANS	$4,050	$4,050	$5,400	$5,400
TOTALS	$20,612	$26,012	$28,793	$35,993

Summer Term may be prorated by taking the nine month and dividing by two, example - Summer In-State with parent - $7,009.

*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 Curriculum 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 semester. Students may also do the workshop online at CFNC.or doing the Advanced Money Management for Community College Students. 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 Curriculum 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 this major 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. The parent loan request form is located on our website at www.pittcc.edu/academics/financial-aid/forms.html.

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 behaif 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 6.41%. 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 may work up to 20 hours per week, up to a maximum of $5,000 per academic year (based upon need). 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 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 apply on-line at pittcc.edu. Students should complete FAFSA to be considered for the following scholarships:

Action Auto Endowed Scholarship
Alliance One, Inc. Endowed Scholarship
ALLTEL Endowed Scholarship
Alumni Scholarship
American Legion Post 39 of Greenville Endowed Scholarship
American Legion Post 151 Veterans Memorial Fund Endowed Scholarship
Roselyn Armstrong OTA Endowed Scholarship
Floyd & Hilda Boyce Nursing Endowed Scholarship
Dr. Edgar Boyd Scholarship
Dalton "Skip" Bright Endowed Scholarship
James Brooks Scholarship
Pat Chenier Memorial Scholarship
Cherry Oaks Recreation Club Endowed Scholarship
Phillip Clark Scholarship
Charles Coburn Scholarship
Ryan Collier Memorial Scholarship
Billy R. Combs, Sr. Scholarship
Paula R. Davis Memorial Endowed Scholarship
Thomas Denton Memorial Scholarship
Kenneth and Mamie Dews Scholarship
Joseph Downing Endowed Scholarship
Joyce Ann and Bobby Dunn Memorial Endowed Scholarship
Eastern Radiology Scholarship
Edith Smith Edwards Scholarship
Electronics Engineering Technology Scholarship
R. O. Everett Family Endowed Scholarship
Faculty Senate Scholarship
Fine Arts Scholarship
J. S. Flake Memorial Endowed Scholarship
Eleanor Beth Fulford Scholarship
William E. Fulford, Jr. Memorial Scholarship
Golden LEAF Foundation Scholarship** (contact the Financial Aid Office for more information concerning this scholarship)
Addie Gore Scholarship
Grady White Boats Endowed Scholarship
Graphic Design Scholarship
Greenville New Car Dealers Endowed Scholarship
Faye B. Gurganus Endowed Scholarship
Hardy's Appliance and Furniture Endowed Scholarship
William "Bill" Harrelson BLET Scholarship
Sandra Harrison Scholarship
Gene Hemby Endowed Scholarship
Home Health and Hospice Care Endowed Scholarship
Hope, Love and Cure Scholarship
HORIZONS Scholarship
W.H. Howell Endowed Scholarship

Lloyd Huggins Memorial Scholarship
Joan Hunter Memorial Scholarship
International Education Scholarship
Jane Keller Travel Abroad Endowed Scholarship
Jennifer Knight Endowed Memorial Scholarship
Dr. Judith Kuykendall Endowed Scholarship
James E. Langston Endowed Memorial Scholarship
Dale Leary Endowed Scholarship
Massage Therapy 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
Jim and Barbara Moye Endowed Scholarship
Multicultural Arts Committee (MAC) Scholarship
Diane Murphrey "Make It Happen" Endowed Scholarship
Music Scholarship
National Association of Women In Construction (NAWIC)
National Panhellenic Council of Pitt County Scholarship
NC Education Lottery Scholarship** (contact the Financial Aid Office for more information concerning this scholarship)
Roxanne Nelson Memorial Scholarship
Timothy Oakley Memorial Endowed Scholarship
Sandra Roberts Ott Memorial Scholarship
Parents Now Students Scholarship
John Payne - Pitt County Electrical Contractors Scholarship
PCCAEOP Scholarship
PCC Employees' Dependents Scholarship
PCC Foundation Scholarship
PCC General Scholarship
PCC Student Ambassadors Scholarship
PCC Welding Scholarship
PCMH (Vidant) Nursing Scholarship
PCMH (Vidant) Volunteer Auxiliary Endowed Scholarship
Peace Church Endowed Scholarship
Debi Pearson Scholarship
Karen Perry Endowed Scholarship
Petty's Garage Scholarship
Piggly-Wiggly Scholarship
Pitt County American Legion Fair Endowed Scholarship
President's Scholarship
Dr. Michael Priddy Scholarship
Professional Construction Estimators Association Endowed Scholarship
William P. "Bill" Rice Endowed Scholarship
Ricks Automotive Scholarship
Leslie D. Rogers Scholarship

Kenneth R. and Phyllis P. Ross Endowed Scholarship
Dr. Charles E. Russell Endowed Scholarship
Zachary Russian Memorial Scholarship
Service Roofing Endowed Scholarship
Dr. Robert Shaw Respiratory Scholarship
William H. Smith Endowed Scholarship
William "Bill" Russell Spencer Oncology Scholarship
State Employees Credit Union Scholarship
Barbour Strickland Fine Arts Scholarship
Sylvia Jones Taylor Nursing Endowment
University Health Systems Endowed Scholarship
U.N.X./NCAT Scholarship
Van Nortwick Endowed Scholarship
David Vaughn Scholarship
VISIONS Scholarship
Joan Warren Memorial Endowed Scholarship
Wells Fargo Automotive Scholarship
Vernon E. White Endowed Scholarship
Danny Williams HVAC Memorial Scholarship
Winterville High School Class of 1943 Endowed Scholarship
Danny Woods Memorial Endowed Scholarship

For further information concerning scholarships, contact the Institutional Advancement Office at (252) 493-7210.

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 not 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 Mondays from 8:00 a.m. to 7:00 p.m., Tuesdays through Thursdays from 8:00 a.m. to 6:00 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 Science Admissions counselors are located in the Fulford Building. Telephone: (252) 493-7473.

Evening counseling is available Mondays from 5:00 p.m. until 7:00 p.m. and Tuesdays through Thursdays from 5:00 p.m. until 6:00 p.m. in the Craig F. Goess Student Center.

Admission Counseling: The counselors discuss the requirements for enrollment and the procedures for general 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; and the kinds of preparation necessary for various occupational or professional goals. For information regarding health sciences admissions, contact (252) 493-7473 or hltscadm@email.pittcc.edu. Health Sciences admissions specialists are located in the Fulford Building.

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 Counseling: 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.

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 counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting admissions requirements.

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.

WAY TO SUCCESS

"Way 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. Staff 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, staff aid students in locating and utilizing campus and community resources and offers counseling services. In order to offer these services, staff 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 Shaneeka Cannon (Career Counselor) at (252) 493-7741 or email at careerservices@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 NEXT LEVEL Male Mentoring Center is designed to be a place where any male student can come to discuss problems he may be having, get help with his course load, learn about the established programs on campus, or just 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. Through the use of weekly meetings, hands on activities, mentor relationships, peer tutoring, and self-evaluation, the program guides its participants toward achieving the highest levels of academic, professional, and personal development. In order to be eligible for the NEXT LEVEL Male Mentoring program you must be a full time degree-seeking student. For more information, please visit the NEXT LEVEL Male Mentoring Center in the Warren Building, Room 1311, contact the Male Mentoring Coach at (252) 493-7506 or e-mail nextlevel@email.pittcc.edu.

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.

Career Services offers individual and group career exploration sessions with students to identify interests, values, and abilities to empower career direction. 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 the Career Center at (252) 493-7784 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. Jones, TRIO: 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 and professional tutors. 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 students. The primary goal of tutoring is to assist students in becoming independent and confident learners.

TASC services are offered in Trailer 19 and Trailer 21 located behind the Everett Building. The Writing and Math Centers are located in Trailer 21. 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, 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, indoor soccer and other competitive sports. 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 Pitt Community College website. Simply type the word "recreation" into the search bar on the school's home page to find our webpage.

Open-Gym Freeplay Recreation

Open-Gym freeplay is a designated time for students, staff, and faculty to enjoy the fitness facilities and various recreational activities. The hours of Open-Gym Freeplay are posted outside the entrance of the Coburn Center located inside of the Edward and Joan Warren Building. 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, adaptive motion trainers 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 variable 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.

Participation eligibility for facility use and Intramural Sports and Recreation is limited to the following:

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

**Basic Skills Students - Foundational Studies and Continuing Education students currently enrolled in and attending AHS, HSE, HRD, and ESL classes. 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.

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).

Internal Groups and Organizations – A reservation form can be found on the Intramural Sports & Recreation webpage.

External Groups and Organizations - See Vice President, Administrative Services for fees, rules and scheduling).

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

All PCC affiliated users must bring their PCC ID card for entry to the Coburn Center.

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

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 curriculum 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.

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 Shakeena White at (252) 493-7322 or email swhite@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 Coordinator, Student Activities/Recruitment. The Coordinator, Student Activities/Recruitment will review the documents prior to sending forward to the Vice President for Student Development:

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
4. Full roster of active members of the organization

Guidelines for Clubs and Organizations Bank Accounts
Beginning Spring 2015, Student Development Services encourages clubs and organizations to utilize the Office of Institutional Advancement for all banking services. Contact Lisa Elmore at (252) 493-7210 for more information in establishing your club account. This service is free of charge to all PCC recognized clubs and organizations.

The process is simple. A student club officer AND advisor or just advisor MUST count the money and include documentation with the amount being deposited. Documentation must be signed by EVERYONE who counts the money. The funds are then delivered to Lisa Elmore in Institutional Advancement. She will re-count and verify that the funds match club documentation and deposit those funds with the Cashier's Office.

To spend the funds, the same procedures is followed as we do for other college purchasing. Either a requisition/EP order must be completed or purchased with a p-card. Logs must be completed. ALL documentation must come to the Foundation office for final coding (budget code) and signature from Susan Nobles. Understand that clubs and organizations cannot access funds immediately because they can only be expended via p-card and purchase orders. This process will provide clubs and organizations a seamless process when working with club and organization funds. For assistance in locating a p-card for purchases, contact Katelynn James, Coordinator for Student Activities at (252) 493-7440 or via e-mail at kjjames231@my.pittcc.edu.

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. The request should be submitted to the Student Activities Coordinator to place on the calendar and to oversee prior to approval from the Vice President for Student Development Services or the Vice President of Institutional Advancement.

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 Stacy Jarrell (252) 493-7300 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 twice monthly in the fall and spring. Contact Anthony Holsten at (252) 493-7624 or aholsten@email.pittcc.edu for more information.

Chinese Culture Student Club
The Chinese Culture Student Club is a viable organization sensitive to the needs of the Chinese students at Pitt Community College while continuing to promote the ethnic heritage to the entire community in the area of academic, social, and community activities. The organization promotes cultural and social interaction among the Chinese students and other students who are interested in Chinese culture or Chinese language at Pitt Community College. To obtain membership in CCSC, one must be a Pitt Community College student who has an interest in Chinese culture or Chinese language. For more information, contact Xudong Jin at (252) 493-7354 or Dan Mayo at (252) 493-7531.

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.

Cycling Club
The purpose and mission of the Pitt Community College Cycling Club is to support all types of bicycling activities and encourage skill development, training, physical fitness and social interaction through group rides and other activities supporting the sport of bicycling. Members of the club set up bike trips together, chart new routes to explore, and improve their bike-repair skills through regular tune-ups. Membership is open to all Pitt Community College students. Contact David Manning for more information at (252) 493-7441.

Drama Club
The PCC Drama club is comprised of students, faculty and staff of PCC who come together to bring dramatic works to life here at PCC. There is at least one staged production in the Fall and Spring of each year, with smaller events from time to time. Those with a desire to be on-stage, off-stage and behind-the-scenes are all welcome to participate. Contact Anthony Holsten at (252) 493-7624 or aholsten@email.pittcc.edu for more information.

Early Childhood Student Organization
The Early Childhood Student Organization at Pitt Community College is an organization which focuses service, advocacy, and awareness activities to positivity affect children and families in our community. We strive to promote developmentally appropriate practices in early childhood settings, as well as empower families to be the best parents they can be. Though the sharing of information, volunteering, and fundraising, this organization raises awareness of the issues of families with young children while learning more about and connecting with resources in eastern North Carolina. This organization is open to all students majoring in Early Childhood Education. For more information, please contact Melissa Rees at 493-7276 or mrees@email.pittcc.edu

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 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.

FUSE College Ministry
FUSE College Ministry is a student organization whose vision is "to lead students to become fully devoted followers of Christ." FUSE offers weekly large group gatherings as well as small groups/Bible studies throughout the week. FUSE also hosts outreach events, fun events, and retreats throughout the year. For more information, visit www.fusecollegeministry.com.

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) 493-7231.

Health Information Technology Student Association (HITSA)
The PCC Health Information Technology Student Association (HITSA) is an organization designed to enhance the HIT program by involving students in the practice and profession of health information throughout their enrollment. Its purposes are to provide information to the community through service and volunteer projects, provide opportunities for students to be involved in our state association, NCHIMA, promote the profession on all levels, and to provide an opportunity for interaction and fellowship between students, faculty, and professionals. HITSA is available to students who are currently enrolled in the

HIT program at PCC, are interested in enrolling in the HIT program at PCC, or graduated from the HIT program at PCC. For more information, contact Ashleigh Walker at (252) 493-7649 or aswalker@email.pittcc.edu.

International Club
The International Club is an organization of students, faculty, and staff who have an interest in the cultures of the world, have lived in or are from a foreign country, have an interest in foreign languages or world issues. Its purpose is to create programming that promotes culture sharing, provide information and access for domestic students forstudy abroad, to serve as a support system for international students, and much more. Contact Jessica Jaimes at (252) 493-7480 or pccglobal@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 Katelynn James at (252) 493-7440 and visit www.societyleadership.org.

NEXT LEVEL/3MP
The NEXT LEVEL Male Mentoring Center is designed to be a place where any male student can come to discuss problems he may be having, get help with his course load, learn about the established programs on campus, or just 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. Through the use of weekly meetings, hands on activities, mentor relationships, peer tutoring, and self-evaluation, the program guides its participants toward achieving the highest levels of academic, professional, and personal development. In order to be eligible for the NEXT LEVEL Male Mentoring program you must be a full time degree-seeking student. For more information, please visit the NEXT LEVEL Male Mentoring Center in the Warren Building, Room 1311, contact the Male Mentoring Coach at (252) 493-7506 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 Lynda Cole (252) 493-7283 for more information.

PCC Association of Nursing Students (PCCANS)
Pitt Community College Association of Nursing Students (PCCANS) is a pre-professional organization for nursing students. The purpose of PCCANS is: 1) To promote the professional image of nursing through participation in service, educational and leadership activities within the community, region and state; 2) To participate in community initiatives with focus on improving health care and the resolution of related social issues; 3) To promote and encourage collaborative relationships with nursing and health-related organizations including other regional and statewide nursing programs.

Membership in PCCANS is open to any PCC student accepted into or currently enrolled in the nursing program. Upon acceptance into the nursing curriculum, membership is highly encouraged as it is believed to promote the educational and professional growth essential for becoming a professional nurse. Dues are payable once per year through the parent organization of National Student Nurses Association (NSNA). For more information, contact faculty advisors Amber Ream RN MSN (aream@email.pitcc.edu) or Lynne Braxton RN MSN CDE (lbraxton@email.pittcc.edu)

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 or Dawn Vaughan (252) 493-7718 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 an organization dedicated to raising awareness of the Pitt Community College gay, lesbian, bisexual, transgender and questioning (GLBTQ) community and their allies. Group activities include regular meetings, service projects, social events, awareness activities and attendance at state-wide fuctions. Pitt Community College GSA welcomes all students to the group as a safe place to seek support as well as a safe place to express oneself. All students are welcome to join. For additional information contact our faculty advisor Heather Krumnacher at (252) 493-7313 or join us on Facebook: PittCC Gay Straight Alliance.

PCC Music Club
The PCC Music Club is for students who are interested in musical performance. It sponsors concerts, performing ensembles and guest artists. Some of the musical groups involved with the PCC Music Club include Bulldog Beat (PCC's R&B Band), Bulldog Explosion (PCC's Pep band), Elements of Praise (PCC's Gospel Group), Bulldog a cappella, and the PCC Chorale. PCC Music Club events perform for PCC activities and community events. Last year, PCC musical groups gave over 50 performances for over 3,000 people. For more information, contact Michael Stephenson at (252) 493-7493.

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 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) 493-7558or 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 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 (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 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 PCC Foundation Office as well as online. Contact Ashley Smith at (252) 493-7229 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 Katelynn James at (252) 493-7440. 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 Center for Student Activities for groups of 40 or less. Go online to www.pittcc.edu/campustour 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.

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 PCC website (www.pittcc.edu) and on the following local radio and television

stations:

Radio	Television
WNCT-FM 107.9	WNCT-TV 9
WRNS-FM 95.1	WITN-TV 7
WRAL-FM 101.5	WCTI-TV 12
	WRAL-TV 5

PCC Campus Alert	Internet	
Text messages to	www.pittcc.edu	wcti12.com
your cell phone	witntv.com	reflector.com
	wnct.com	

PCC Telephone
(252) 493-7200

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; 3) practice good citizenship and 4) ensure

that address of record is current and correct.

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.

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 and responsibility to take necessary and appropriate action to support and protect the health and safety 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.

Student Rights & Responsibilities

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.

Faculty & Staff Authority & Responsibility

The primary responsibility for managing the classroom and campus facilities rests with the faculty and staff of Pitt Community College. If a student violates the Student Code of Conduct Policy, the faculty or staff member is required to report these violations to the Director of Student Mentoring, Conduct & Academic Progression via the "Inappropriate Student Behavior Report Form" or "Academic Dishonesty Cheating Report Form" (http://www.pittcc.edu/faculty-and-staff/index.html).

The conduct adjudication process at Pitt Community College is administered by the following individuals:

- Director of Student Mentoring, Conduct & Academic Progression – students enrolled in a curriculum program or considered special credit students.
- Dean of Continuing Education & Community Development – students enrolled in a Continuing Education program or enrolled in a continuing education course.
- Department Chair of Transitional Studies – students enrolled in either the Adult Basic Education, High School Equivalency (GED™ diploma), Adult High School or Basic Skills Plus program.

Prohibited Student Conduct

Conduct for which students are subject to disciplinary sanctions includes but is not limited to:

1. Any behavior that is deemed disruptive to the teaching, learning and 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)
7. Discrimination
8. Excessive Noise – the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas.
9. Facilities Misuse
10. 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.
11. Gambling – wagering for money or other things of value.
12. Harassment
13. Hazing - acting in a manner that would subject another student to physical injury, or mental or emotional harm as part of an initiation or admission criteria into any College club, organization or social acceptance within an athletic team.
14. Property Theft or Damage
15. Sexual Misconduct, Harassment and/or Assault (refer to Title IX Policy – Violence Against Women Act)
16. Threatening and/or Intimidating Behavior
17. Violent Behavior
18. Weapons - possession or using unauthorized firearms or other weapons (refer to Firearms Policy on page 135).

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 online 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 Director of Student Mentoring, Conduct & Academic Progression and 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.

Conduct Sanctions
Students who violate the Student Code of Conduct will be sanctioned. There are three levels in which students are sanctioned based on the nature of the violation. These sanction are:

- Level 1 – Conduct Warning
- Level 2 – Conduct Probation
- Level 3 – Conduct Dismissal (Suspension/Expulsion - A student may be dismissed (suspended or expelled) from the College for conduct which are not in the best interests of the student or of the College. Suspension is a temporary dismissal from the College for a designated period of time, which includes no trespassing on any sites operated by the College until the suspension term is complete. Expulsion is a permanent dismissal from the College, which includes no trespassing on any sites operated by the College. Suspended students who successfully petition their return to the College are immediately placed on conduct probation. If a student is suspended or expelled, notification will be provided to the following: the student, President Leadership Team, the student's instructors, Campus Police and the Dean of Student Services and Enrollment Management.

Students that are sanctioned may also be informed of restrictions, obligations, and/or assigned tasks specific to their conduct violations. These restrictions, obligations and/or assigned tasks include but are not limited to trespassing, specific individual contact, restitution, educational task, community service, and counseling.

Students who fail to comply with the sanctions by the completion deadline issued by the Director of Student Mentoring, Conduct & Academic Progression and/or Vice President of Student Development Services will have a registration hold placed on their account until their sanction is complete.

Due Process
Students who question the fairness of disciplinary action taken against them are entitled to due process. This process is ignited via submission of a written notice of appeal to the official listed in the students conduct sanction correspondence. The provisions of due process will be applicable to all actions involving warning, probation and dismissal (suspension/expulsion).

Grade Appeals
Appeals for grades are not grievable unless the grade was determined by arbitrary, capricious, discriminatory or otherwise unreasonable means. Students must provide sufficient evidence to support an appeal for a grade change.

Conduct Appeals
Any submission of a violation of the Student Code of Conduct Policy is received and thoroughly investigated by the Director of Student Mentoring, Conduct & Academic Progression. This individual also hands down the initial sanction for any

violation of the Student Code of Conduct Policy.

Students who appeal the initial sanction handed down by the Director of Student Mentoring, Conduct & Academic Progression are instructed of their right to appeal with the Vice President of Student Development Services within 10 business days.

Students who appeal the sanction handed down by the Vice President of Student Development Services are informed that their appeal may be a granted a Judicial Review Board hearing, but is not guaranteed. This decision will be made within the Office of the Vice President of Student Development Services. If granted, the Board's decision is considered final, subject only to the student's right to appeal to the President.

Judicial Review Board & Hearing Process

In an effort to share the responsibility and ensure the due process that all students have a right to, there are also formal judicial board hearings. This board will be composed of the Board Chair, the Chief Conduct Administrator, one staff member, two faculty members, two Student Government Association (SGA) representatives, and a host of alternates in the event there is a conflict of interest, including representatives from each of the College's academic divisions.

Service on this Board has no term limit however, if one agrees to participate and at any point would like to be removed from the Board, they may. Upon acceptance to serve on this committee, members will participate in an official judicial board training.

Complainants and Respondents involved in the judicial review board process must be aware of the following:

1. All participants are asked to familiarize themselves with the College's Student Code of Conduct Policy printed in the Pitt Community College General Catalog.
2. Participants and Board members will be informed of the convening of a Judicial Review Board hearing no less than 7 days of the scheduled hearing.
3. The purpose of the hearing is to address the ruling of the appeal in which the individual is not in favor of their hearing with the Vice-President of Student Development Services.
4. If participants are unavailable to attend this hearing, they are required to request a reasonable postponement by contacting the Director of Student Mentoring, Conduct & Academic Progression and/or Vice President of Student Development Services in writing no less than two calendar days prior to the hearing. This request should include reasons why, as well as an alternate date and time. The approval of this postponement will be determined by the Director of Student Mentoring, Conduct & Academic Progression and/or Vice President for Student Development Services. If the postponement request is not received by this deadline, the Judicial Review Board Hearing will continue as scheduled and a determination will be

made in your absence.

5. If participants have any witnesses that will testify on their behalf relating only to the appeal in question, participants are required to submit those names to the Director of Student Mentoring, Conduct & Academic Progression and/or Vice President for Student Development Services no later than 72 hours prior to the hearing, including the nature of his/her testimony. Participants also have the right to bring an advisor/consultant to the hearing. This individual may not speak on the participants behalf; their role is only to counsel, advise and support.
6. Judicial Review Boards do not have to meet the standards of formal court procedures. Therefore, in general, legal representation is not permitted in Judicial Review Board hearings, however if the College has legal representation, then the participant has a right to do so at the participants own expense. Participant's legal representation must provide a written of Notice of Representation and for students a signed FERPA release form at least 72 hours prior to the hearing. The Notice of Representation should include the identity of the licensed attorney or non-attorney advocate, specification of their status as a licensed attorney or non-attorney, and contact information (telephone, email and address) where the licensed attorney or non-attorney can be reached. Participants who choose to be represented by a licensed attorney or non-attorney advocate will be permitted from having an advisor from the College community present to accompany and serve as their support person.
7. Please note that the conduct sanctions that have been applied will remain until told otherwise based on the outcome of the hearing. Participants will be notified of the Boards outcome no later than two business days. The Judicial Review Board's decision is considered final, subject only to the student's right to appeal to the President.

For any questions regarding the Judicial Review Board or the judicial review board hearing process, please contact the Director of Student Mentoring, Conduct and Academic Progression and/or Vice President for 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 resolved at the informal level – no later than 3 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. Students are required to report these grievances to the Director of Student Mentoring, Conduct & Academic Progression via the "Student Formal Complaint Form" (http://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 Purpose and Procedure
Purpose
The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty, staff (support and administrative) or students 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, which 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 "1." above apply.

Procedure (Student – Faculty/Staff)
Step 1. The student must go to the instructor or staff member where the alleged problem originated, except complaints of sexual misconduct, harassment and/or assault (refer to Title IX Policy – Violence Against Women Act). An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within three (3) 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 three (3) 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 of Student Development Services. The completed grievance form must be presented to the office of the Vice President, Student Development Services within three (3) 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 Office of the Vice President of Student Development Services shall respond in writing to the student within three (3) working days after consulting with the chief administrative officer.

Procedure (Student – Student)
Step 1. The student must meet with the student with whom the alleged problem originated, except complaints of sexual misconduct, harassment and/or assault (refer to Title IX Policy – Violence Against Women Act). An attempt will be made to resolve the matter equitably and informally at this level. The conference

must take place within three (3) working days of the incident which generated the complaint.

Step 2. If the complaint is not resolved at the informal conference between the students, the student should submit a grievance to the Director of Student Mentoring, Conduct & Academic Progression explaining in detail the reasoning for the submission within three (3) working days after satisfying Step 1. As part of the effort to resolve the issue, the Director of Student Mentoring, Conduct & Academic Progress or Vice President of Student Development Services will begin the investigation process, which will include any bystanders and those alleged to be involved.

Step 3. If the complaint is not resolved after the investigation is complete, the complaint may be moved to a Judicial Review Board hearing, but is not guaranteed. This decision will be made within the Office of the Vice President of Student Development Services. If granted, the Board's decision is considered final, subject only to the student's right to appeal to the President.

Title IX: Sexual Misconduct, Harassment & Assault Policy
Legal Requirements
Title IX is a federal law that applies to educational institutions receiving federal financial assistance and prohibits discrimination on the basis of sex in an educational institution's programs or activities, including employment, academic, educational, extracurricular and athletic activities (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of sex discrimination. Title IX requires colleges to take necessary steps to prevent sexual assault on their campuses, and to respond promptly and effectively when an assault is reported.

The Clery Act requires colleges to report annual statistics on crime, including sexual assault and rape, on or near their campuses, and to develop and disseminate prevention policies.

Violence Against Women Act (VAWA)/Campus Sexual Violence Elimination Act (SaVE) clarifies that "sexual violence" includes domestic violence, dating violence and stalking, which must be included in campus Clery reports, and also requires that institutional policies address and prevent sexual violence through training, education, and certain discipline procedures.

Together, these laws require PCC to:

- Publish and widely disseminate a notice of nondiscrimination on the basis of gender or sex.
- Designate employees to coordinate Title IX compliance (including compliance with VAWA/Campus SaVE Act, and all other relevant sexual discrimination/harassment/violence legislation).

- Adopt appropriate complaint and investigation procedures.
- Implement education and prevention programs for students and employees, as well as complainant resource programs for complainants of sexual harassment or sexual violence.
- Provide written rights, options and information to complainants of sexual violence.
- Provide training to the campus community on how to prevent, identify and report sex discrimination (including sexual harassment and sexual violence).
- Provide training on how to conduct investigations to those employees who investigate allegations of sex discrimination (including sexual harassment and sexual violence).
- Provide training to student conduct hearing officers.

College Commitment

PCC students, faculty, staff, guests, and visitors have the right to be free from all violence, on and off the campus community, as it relates to PCC's sexual discrimination and misconduct policy. All members of campus are expected to conduct themselves in a manner that does not infringe upon the rights of others. PCC is committed to eliminating sexual misconduct in all forms to include, but not limited to, sexual assault, sexual harassment, sexual discrimination, stalking, relationship violence, and domestic violence. PCC provides reporting options, investigations, disciplinary processes, and prevention training to ensure the safety of students, faculty, staff, and visitors.

Who to Contact

Students, faculty, staff, bystanders, quests and visitors are encouraged to report sexual misconduct, harassment or discrimination that occurs on or off campus. Dr. Donald Spell, Vice President for Student Development Services and Mr. Mike Shreves, Director of Human Resources are the College's Title IX Co-Coordinators.

- College contact for students, faculty, staff, bystanders, guests and visitors reporting sexual misconduct, harassment or discrimination involving a student: Dr. Donald Spell, Vice President for Student Development Services
  Pitt Community College, P. O. Drawer 7007, Greenville, NC 27835-7007
  Telephone: (252) 493-7211
  Fax: (252) 321-4333
  E-mail: dspell@email.pittcc.edu
  Office Location – Room #4 Vernon White Building

- College contact for students, faculty, staff, bystanders, guests and visitors reporting sexual misconduct, harassment or discrimination involving staff, faculty, guests and visitors: Mr. Mike Shreves, SPHR, Director of Human Resources
  Pitt Community College, P.O. Drawer 7007, Greenville, N.C. 27835-7007
  Phone: (252) 493-7289
  Fax: (252) 321-4392

E-mail: mshreves@email.pittcc.edu
Office Location – Room #11 Vernon White Building

Confidentiality
The College will respect the confidentiality of the complainant and the accused as much as possible. Students who wish to report sexual misconduct should be aware that employees on campus have reporting responsibilities and are required to contact the College's Title IX Compliance Officer when they become aware of sexual misconduct. The Title IX compliance officer, with the complainant's consent, may contact and discuss the criminal issues surrounding the case if it becomes apparent that a criminal offense has occurred. The Title IX Compliance Officer may also refer the complainant to the College's Sexual Assault Victims Advocate for support and counseling. The relationship between the complainant and the advocate is confidential in nature and information is only shared with complainant consent.

Reporting Process
When a complainant reports sexual misconduct (that occurred on or off campus) to the Title IX Compliance officer or another employee; he or she has the right to expect the college to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. *Pitt Community College strongly encourages complainants to report Sexual Violence or Discrimination directly to the appropriate campus Title IX Compliance Officer.*

The Title IX Compliance Officer will inform the complainant of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the college's response to the incident. The Title IX Compliance Officer will remain mindful of the complainant's well-being, and will take ongoing steps to attempt to protect the complainant from retaliation or harm, and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students, employees or third parties, will not be tolerated.

After the initial report, the Title IX Compliance Officer will notify the complainant and the accused of the outcome of the investigation within 30 days from the date of the report. Possible sanctions or protective measures may result from the institutional investigation.

Complainants, accused, and bystanders will be asked to complete a Sexual Harassment/Discrimination Incident Report.

Bystander "Duty to Report"
Pitt Community Colleges students and employees have a "duty to report" sexual misconduct that occurs on or off campus. Bystanders are required to:

- Report what you know to the Title IX Compliance Officer.
- As a bystander (witness) you are responsible for giving accurate and

truthful information about what you witnessed.
- Maintain documentation regarding any matters involving sexual misconduct, discrimination or harassment.
- Do your best to maintain impartiality. Avoid expressing opinions about the accused or other persons involved.
- Maintain privacy; however, you should not make promises regarding complete confidentiality.

Any act by a Pitt Community College employee or student of retaliation against an employee or student for using the applicable policies responsibly interferes with free expression and openness and violates PCC policy. Accordingly, members of the college community are prohibited from acts of retaliation against those who file or are involved as bystanders. If you feel you have been retaliated against because of your participation in this process, it is your right to file a complaint of retaliation to the Title IX Compliance Officer.

Definitions
Domestic Violence: Crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, or by a person who is cohabitating with or has cohabitated with the complainant as a spouse.

Intercourse includes: vaginal or anal penetration by a penis, object, finger, or tongue and/or oral copulation, mouth to genital contact or genital to mouth contact, no matter how slight the contact.

Non-Consensual Sexual Contact: Any intentional sexual touching by a man or woman and with any object that is without consent and/or by force (no matter how slight the contact).

Non-Consensual Sexual Intercourse: Any sexual intercourse by a man or woman and with any object that is without consent and/or by force (no matter how slight the contact).

Relationship Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Sexual Assault: An actual, attempted, or threatened sexual act with another person without the person's consent.

Sexual Contact includes: Intentional contact with the breasts, buttocks, groin, or genitals; such as touching another with any of these body parts or making another person touch you with or on any of these body parts. Or any intentional bodily

contact in a sexual manner, though not necessarily involving contact with breasts, buttocks, groin, genitals, mouth, or other orifice.

Sexual Discrimination: Actions that subject individuals to improper and unequal treatment on the basis of their sex, including but not limited to the improper exclusion of individuals from College activities.

Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Sexual exploitation examples include: invasion of sexual privacy, prostituting another person, non-consensual video or audio-taping sexual activity, going beyond the boundaries of consent such as letting a friend hide in the closet while you have sex, voyeurism, knowingly transmitting an STI or HIV to another student, exposing one's genitals in non-consensual circumstances or asking another person to expose their genitals, and sexually-based stalking or bullying such as emailing sexually explicit photos to another person or making sexual jokes at the expense of another person.

Sexual Harassment: Conduct of a sexual nature that includes unwelcomed sexual advances, requests for sexual favors, joke's about sex or sexual orientation, other verbal, non-verbal, physical conduct of a sexual nature that creates a hostile environment.

Sexual Misconduct: Refers to sexual discrimination, assault, harassment, and/or other sexual violence.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or suffer substantial emotional distress.

Roles and Responsibilities
Role of Title IX Co- Compliance Officers
Oversees ***all*** complaints of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and/or Stalking, including related investigations, interim and/or ultimate remedies, resolution, and coordination with disciplinary decision-makers regarding any resulting discipline against the accused.

Meets with the complainant on a regular basis to determine what steps (interim and ultimate) should be taken to protect him/her from any hostile or unsafe environment resulting from Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and/or Stalking, and ensuring that such steps are taken. While PCC can't guarantee someone's safety we will make reasonable accommodations to prevent such activities from occurring.

Works with appropriate campus divisions (e.g., Campus Police, Human Resources, Academic Affairs, and Student Development Services) to provide employees and students with educational programs and information, as required by Title IX, VAWA/Campus SaVE Act, and other applicable laws.

Reviews the outcome of employee and student disciplinary proceedings involving cases of alleged Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and/or Stalking, to determine whether any additional remedies need to be provided to the complainant.

Identifies and addresses any systemic or other patterns of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking, and implementing corrective measures, as appropriate.

Role of Campus Police
The complainant has the right to report sexual misconduct (that occurs on or off campus) to the College's campus police department. The complainant may request that the police department gather evidence and investigate the crime. A delay in reporting the crime may result in the loss or destruction of evidence; so it is important that the complainant report an incident as soon as possible. Immediate reporting is also important if the complainant wishes to take further action against the accused.

When a complainant makes an immediate report regarding sexual misconduct, the need for medical attention is considered top priority. Decisions surrounding police investigations do not need to be made prior to receiving medical care; however, receiving medical care as soon as possible can help preserve evidence in the event that the complainant decides to take further action against the accused. Once the complainant decides to file charges, the College's Campus Police Department will take a report of the assault and conduct an investigation.

Campus Contact: Campus Police - (252) 493-7777

Role Sexual Assault Victim's Advocate (Support for Complainant)
When a complainant makes a report of sexual misconduct (that occurs on or off campus), he or she should be encouraged to seek the support of the Sexual Assault Victim's Advocate. The advocate provides free and confidential counseling services to the complainant. They are able to connect complainants to resources on and off campus aimed at supporting survivors of sexual assault.

The Counseling Department is often the first point of contact when someone has been assaulted. The victim's advocate will explain the campus' "duty to report" policy and will help a complainant access additional resources; such as medical care, Title IX Compliance officer, campus police, and community support programs as needed.

The victim's advocate is also able to assist complainants regarding academic issues

as they relate to the assault.

Campus Contact: Olivia Sutton, Counselor/Sexual Assault Victim's Advocate
(252) 493-7222 or osutton@email.pittcc.edu

Complainant Rights
The Title IX Compliance Officer will have 30 days to complete an investigation.

A complainant may file a police report at any time during the duration of a Title IX investigation. The Title IX investigation will continue to move forward during a criminal investigation.

The complainant will be encouraged to submit a written formal complaint against the accused.

The College will protect the complainant and take immediate action to protect individuals in the educational setting.

The Title IX Compliance Officer will verbally notify the accused that they are to have no contact with the complainant.

If the complainant does not wish to proceed with a formal written complaint, the Title IX Compliance Officer will continue the formal investigation should the preliminary facts warrant. The Title IX Compliance Officer will explain to the complainant that without their cooperation, a full investigation will be limited. The Title IX Compliance Officer will also explain that the colleges obligation to investigate and document the allegations.

The Title IX Compliance Officer may decide that provisions will need to be put in place to attempt to ensure that the complainant remains safe from retaliation or harm during the investigation.

The complainant will be given guidance at the start of the investigation.
The college will ensure due process rights for all parties.

Should the Title IX Compliance Officer find that a conflict of interest exists, before the investigation has begun, they will provide the complainant with a secondary individual to assist with the intake process.
The Title IX Compliance Officer will abide by the colleges FERPA standards in all intake and investigative processes as it relates to student on student Title IX cases.

All parties will be provided with a resolution that is supported by substantial evidence.

The Title IX Compliance Officer will provide a written summary of resolution to all parties within 10 days following the completion of the investigation.

Upon completion of the investigation, all parties will have the right to appeal within 10 business days.

Accused Rights
The Title IX Compliance Officer will have 30 days to complete an investigation.

The accused will be given guidance at the start of the investigation.

The accused will have the right to bear witnesses.

The college will ensure due process rights for all parties.
Should the Title IX Compliance Officer find that a conflict of interest exists, before the investigation has begun, they will provide the student with a secondary individual to assist with the intake process.

The Title IX Compliance Officer will abide by the colleges FERPA standards in all intake and investigative processes as it relates to student on student Title IX cases.

All parties will be provided with a resolution that is supported by substantial evidence.

The Title IX Compliance Officer will provide a written summary of resolution to all parties within 10 business days following the completion of the investigation.

Upon completion of the investigation, all parties will have the right to appeal within 10 business days.

Student Code of Conduct and Employee Handbook
Students should review the Student Code of Conduct located in the Student Handbook for more information. This Code of Student Conduct is applicable to every student enrolled at the College, and may at times, apply to persons off campus when using College facilities or participating in PCC programs or activities, including off campus trips and clinical sites. The Employee Handbook is applicable to every employee that is employed by the college, therefore all employees should review the Employee Handbook for more information.

Preventing Sexual Harassment
Pitt Community College strives to create an academic community conducive to the development of each student by fostering an educational process committed to excellence and equity. Students, faculty, and staff are citizens of the local, state and national governments and of the academic community and are therefore, expected to conduct themselves as law abiding members of each community at all times.

Admission to a College carries with it special privileges and imparts special responsibilities apart from those rights and duties enjoyed by non-students. Students are expected to behave in a manner that is conducive to the mission

of the College. In recognition of the special relationship that exists between the College and the academic community, Pitt Community College Board of Trustees has authorized the President to take such action that may be necessary to maintain campus safety and preserve the integrity of the College.

Prevention and Training Programs
Institutions must provide primary prevention and awareness programs for all incoming students and new employees, along with ongoing prevention and awareness campaigns that include the following:

- A statement that the institution prohibits sexual violence
- The definition of domestic violence, dating violence, sexual assault, and stalking in their jurisdiction (the institution must still follow the federal definitions when collecting statistics, offering victims assistance, and conducting disciplinary proceedings)
- The definition for sexual activity in their jurisdiction
- Bystander intervention
- Risk Reduction
- Information about disciplinary proceedings and victims' rights as required by SaVE.

Campus Contacts
Shakeena White, Student Support Manager
Campus Prevention Programming Contact
(252) 493-7322 or swhite@email.pittcc.edu

Mike L. Shreves, SPHR, Director of Human Resources, Pitt Community College
(252) 493-7288 or mshreves@email.pittcc.edu

Frequently Asked Questions
If I am a PCC employee, what should I do if someone tells me they have been sexually assaulted?
If someone reports sexual misconduct to you, explain the "duty to report" policy to them. Contact the Title IX Compliance Officer to make a report. Refer the student to campus resources including Title IX compliance officer, Campus Police, and the Sexual Assault Complainant's Advocate in the Counseling Department for support.

What should I do if I have been sexually assaulted?
Seek medical attention immediately. Upon reporting to the hospital, the medical staff will alert the Pitt County Sexual Assault Response Team (SART). SART consists of nurses, police officers, investigators, and sexual assault victims advocates who are specifically trained to work with victims of sexual assault. This does not obligate you to pursue charges against the accused.

Once you return to PCC, contact the Title IX Compliance Officer to make a report of sexual misconduct that occurred on or off campus. If you wish to make a report to Campus Police, the Title IX Compliance Officer can assist you. The Title IX

Compliance Officer will also link you to campus resources for support.

If sexual misconduct occurs off campus, can the College investigate?
It is important to contact the Title IX Compliance Officer if there has been an incident of sexual misconduct involving PCC students off campus. The Title IX Compliance Officer will investigate and make decisions regarding the continued enrollment of the accused.

Someone has filed a complaint against me, what do I do?
If someone files a report of sexual misconduct against you, it is important that you DO NOT contact the alleged complainant by any means- in person, by phone, by mail, by social media, or any electronic communication or through someone else. Familiarize yourself with PCC policies surrounding sexual misconduct so you know what to expect. Direct any questions or concerns to the Title IX Compliance Officer and if you need support, contact the Sexual Assault Victim's Advocate or Counseling Services. Cooperate fully with campus officials.

To whom should I report that I've been sexually assaulted?
If you have been sexually assaulted and you would like to make a report, contact Campus Police or the Title IX Compliance Officer.

Will my complaint remain confidential?
Your privacy is priority; however, some information must be disclosed in order to fully investigate a complaint. PCC employees are also required to follow the "duty to report" policies. You are welcome to discuss your concerns regarding confidentiality with the Title IX Compliance Officer or the Campus' Sexual Assault Victim's Advocate.

What if I want to remain anonymous?
PCC honors anonymous reporting options. If you wish to remain anonymous, but would like to make a report against a PCC employee or student, please call the Title IX Compliance Officer. You will be asked questions regarding the crime, but will not have to give your name.

Do I have to identify the accused?
In order to conduct a thorough investigation, the alleged accused must be identified. If you do not know the accused's name, you may be asked to describe him or her to the best of your ability.

If I report to the Title IX Compliance Officer, do I have to contact the police?
The Title IX Compliance Officer will contact Campus Police if it is determined that a crime occurred on campus for statistical purposes, however, this does not obligate you to pursue charges against the accused.

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.

FIREARMS POLICY

In accordance with NCGS 14-269.2(k), a firearm is permissible on a community college campus **only** under the **following limited circumstances**:

1. The firearm is a **handgun**; AND
2. The individual has a **valid concealed handgun permit** or is exempt from the law requiring a permit; AND
3. The handgun **remains in either a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle**; AND
4. The **vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle**; AND
5. The **firearm remains in the closed compartment at all times**.

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, the use of smokeless tobacco, and unregulated nicotine products (i.e. "e-cigarettes") are prohibited inside all college facilities and college vehicles. Smoking and the use of e-cigarettes are 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/ASSOCIATION

The Alumni Association 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, Twitter, or connect in our online community at PCC.360alumni.com.

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) 493-7210. 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 Annual Excellence Fund Campaign, the PCC Fall Golf Classic, the Down East Holiday Show 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) 493-7210.

VISIONS AND HORIZONS CAREER DEVELOPMENT AND SCHOLARSHIP PROGRAMS

These donor supported programs assist high school students and High School Equivalency 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 and PCC. For further information, contact Marianne Cox, Director, VISIONS/HORIZONS Programs, 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 Annual 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. Creating and / or displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail;
9. 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
10. 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 PCC Library supports the mission of the College by providing a vibrant and innovative environment designed to inspire academic excellence and promote lifelong learning.

Incorporating the values and standards set forth by the American Library Association, the PCC Library strives to fulfill its mission by:

- Providing diverse, up-to-date and well-organized information resources in a variety of formats;
- Providing attractive and adequate space conducive to study and other information-seeking needs;
- Providing currrent, relevant technology to help meet career and academic goals;
- Providing individualized, point-of-need instruction in research techniques and information retrieval methods;
- Maintaining a knowledgeable and responsive staff of information professionals and support personnel, who promote an environment of equal treatment and mutual respect;
- Communicating and collaborating in a professional manner internally and with others in the College community and community at large, so as to assess and improve services and policies on a continuing basis.

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.

WORK-BASED LEARNING (PREVIOUSLY CO-OP)/INTERNSHIP

The Work-Based Learning/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 work-based learning/internship are eligible to participate if they meet the following requirements:

1. Students must be enrolled in a degree granting program of study with Work-Based Learning/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 Work-Based Learning/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 Work-Based Learning/Internship course and section number.

3. Students should complete a Work-Based Learning/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 Work-Based Learning/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 and to acquire new skills. 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 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 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. 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)
CPR - Healthcare Provider (BLS)
First Aid Basics
Industrial Safety
Medication Aide
Pharmacy Tech I & II
HVAC: CE Credit Courses
Phlebotomy National Certification
Medication Aide Instructor Training
CPR Instructor Training
Cake Decorating
Respiratory Care Practioner Refresher Course
*(New) Command Spanish for Health Care Professionals
Spanish: Beginning Conversation Level I & II

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, and Physical Fitness, Fire Management, Defensive Tactics, Leadership and Firearms. The College also offers a two-year associate degree in criminal justice and a certificate in the Basic Law Enforcement Training Program (BLET).

Emergency Medical Services Training

Bryant Waters - bwaters@email.pittcc.edu

The Emergency Services Program is designed to provide various levels of Emergency Medical Services training from EMT-Basic, EMT-Intermediate and 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. Fall 2015, PCC will also offer a curriculum program in Emergency Services.

Emergency Management Training
Carnie Hedgepeth - chedgepeth@email.pittcc.edu
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 Department of Public Safety Emergency Management Division 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
Carnie Hedgepeth - chedgepeth@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 160-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 80 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.

12 Lead EKG Monitor Technician

The EKG Monitor Tech is a 82-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 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 Training

The Pharmacy Technician Training course is a 90-hour course. The course provides the student with basic knowledge and skills required to work as a pharmacy technician under the supervision of a pharmacist in a pharmacy. This course includes basic math, compounding, drug calculations, drug classifications, drug distributions, basic terminology and an overview for the PTCB certification exam.

At the end of the course, the student will be prepared to sit for the PTCB certification exam. Pharmacy technicians who are certified are being employed in traditional as well as innovative practice models across the nation. Employing CPhTs allows pharmacies to expand services and enhance patient care. It allows pharmacists more time to spend with patients providing drug information, answering questions and promoting compliance with medication regimens. Certification provides the public and pharmacists with greater confidence in their pharmacies.

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 a high school equivalency (GED) credential.

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, first aid, history taking, vital signs, therapeutic rehabilitation, psychology, orthopedic exam, public relations, clinical lab & practical application.

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
Golf for Women
Investments and Securities
Memoir Writing
Sign Language: American
Ballroom Dancing
Basic Pistol Shooting for Women
Floral Design
Youth Summer Programs

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.

BIONETWORK

BioNetwork is part of the North Carolina Community College System and is hosted by community colleges throughout the state. The mission of BioNetwork is to provide high quality economic and workfroce development for biotechnology and life science industries across North Carolina through education, training and laboratory resources. BioNetwork has three sectors that work collaboratively to meet the organization mission.

Industry Training

Industry Training activities align with the community college Customized Training Program and provide specialized, demand-driven short courses.

Industries Served:

- Food
- Beverage
- Dietary Supplements
- Cosmetics
- Medical Devices
- Pharmaceuticals

Types of Industry Support:

- Onsite Training and Short Courses
  - Good Manufacturing Practices
  - Aseptic Skills
  - Validation Concepts
- Laboratory Resources

Technology Services

Technology Services works with Engagement and Industry Training to provide virtual, interactive learning tools and training products through:

- Video production
- eLearning Tools
- Instructional Design
- Web development resources

Engagement Services

Engagement services include providing outreach activities for K-12 and community college students and faculty that encourage involvement in STEM educational pathways and connect learning outcomes to the K-12 core curriculum standards and the skill sets required in the biotechnology and life science industry through:

- Classroom visits with hands-on activities
- Participation in career and science fairs
- Professional development workshops
- Summer institute

TRANSITIONAL PROGRAMS

The Instructional Support and Transitional Programs Division offers educational opportunities to Pitt County citizens who wish to improve basic academic skills that would enable them to be more successful in today's work place. Adult Basic Education (ABE) provides foundational instruction in reading, writing, and math in the context of careers, career exploration, workplace literacy, and post-secondary training. Programs are available to address varying student needs and interests.

Career and College Connections

This program, formerly Basic Skills Plus, is designed to provide students with the opportunity to pursue specific career training (in either Continuing Education course or curriculum courses) while completing their high school equivalency credentials. Instruction in basic education in the context of the specific career, employability skills, occupational and technical skills, as well as developmental education instruction may be provided. The college may waive tuition and registration fees associated with this program.

Adult Basic Education

ABE is designed for adults who need to improve communication (reading, writing, speaking), numeracy, computational, and problem-solving skills necessary to function effectively in society, on a job, or in the family. Some classes are designed to provide basic literacy level instruction, while others are designed to prepare for the high school equivalency test or Adult High School diploma. All classes are designed to provide reading, writing, and math instruction in the context of work force readiness and careers. Instruction provides adults with sufficient basic education to enable adults to benefit from job training and retraining programs to obtain and retain productive employment so that they might fully enjoy the benefits and responsibilities of being citizens. Computer-assisted and distance learning instruction may be available as an added incentive for students working toward their goals. Classes are available throughout the Pitt County service area, both days and evenings, and may be co-sponsored with other community agencies, churches, businesses, or schools.

Adult High School Diploma (AHS)

AHS provides course work for adults who wish to earn a high school diploma through course credit completion not previously earned in a traditional high school setting. The program consists of core courses required by the NC Department of Public Instruction along with electives required by the local public school system and the community college. Students who successfully complete all program requirements will receive an Adult High School Diploma given by Pitt County Schools and Pitt Community College. Students wishing to enter AHS may contact the Transitional Studies office for more information.

High School Equivalency

Adult residents of North Carolina who have not completed high school may earn a High School Equivalency Diploma by passing a battery of tests. This diploma

is awarded by the State Board of the North Carolina Community College System. Classes are available through the Adult Basic Education program--morning, afternoons and evenings, both on campus and off--to provide instruction for preparation for these tests. There are fees associated with the tests. Contact the Transitional Studies office for more information.

Workplace Literacy
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, and math skills or enhance performance on adult high school equivalency or college entrance exams. Classes may be available on the job-site.

English as a Second Language (ESL)
ESL is provided to instruct adults who are limited in English proficiency or whose primary language is not English. The program is designed to help adults improve their English reading, writing, listening, and speaking skills in order to further education or enhance employment opportunities. Classes range from beginning to advanced levels. Instruction to enhance transitioning to high school equivalency is also incorporated as is US civics instruction.

Learning Center
The Learning Center is available to adults who wish to have additional access beyond the regular classes available for improving reading, math, writing, and high school equivalency test scores. The Center offers individualized instruction in an open lab format and provides a wealth of resources for the adult learner. Students may use textbooks, computers, dvds and other materials to assist in their learning. Contact the Transitional Studies office for hours of operation and additional information.

Acquiring Basic Literacy Education (ABLE)
ABLE is designed to provide intensive basic academic instruction for students who have limited proficiencies in reading, writing, and math. Classes may be of longer duration and are designed to provide instruction in the context of job and occupational skills.

Pitt Community College
2015 Performance Measures Report

	A. Basic Skills Student Progress	B. GED Pass Rate	C. Dev. Student Success Rate in College Level English Courses	D. Dev. Student Success Rate in College Level Math Courses
System Goal	51.2%	82.0%	74.9%	75.4%
System Baseline	20.6%	49.3%	45.2%	47.5%
Colleges Avg	45.1%	79.4%	62.4%	63.6%
System Totals	44.8%	78.2%	63.4%	63.0%
Pitt CC Score	**40.9%**	**68.4%**	**64.1%**	**57.6%**

	E. Year One Progress	F. Curriculum Completion	G. Lic. & Certification Pass Rate	H. Transfer Performance
System Goal	74.6%	45.64%	91.7%	93.8%
System Baseline	53.2%	28.6%	71.0%	71.2%
Colleges Avg	67.1%	43.4%	83.2%	87.7%
System Totals	67.1%	42.9%	84.4%	88.3%
Pitt CC Score	**60.7%**	**43.5%***	**85.3%**	**85.2%**

Based on NCCCS Data
Office of Research Performance Management

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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.

25100	Accounting	AAS
2510001	Basic Accounting Certificate	Certificate
2510002	Managerial/Small Business Accounting Certificate	Certificate
30100	Advertising and Graphic Design	AAS
3010001	Graphic Design Online Certificate	Certificate
3010002	Graphic Design Certificate	Certificate
35100	Air Conditioning, Heating and Refrigeration Technology	AAS
3510001	Heating and Refrigeration Service Diploma	Diploma
3510002	Efficiency and Performance Diagnostics Diploma	Diploma
3510001	Heating and Air Conditioning Service Certificate	Certificate
40100	Architectural Technology	AAS
10100	Associate in Arts	AA
10200	Associate in Fine Arts (emphasis on visual arts)	AFA
10300	Associate in General Education	AGE
10400	Associate in Science	AS
45110	Associate Degree Nursing *	AAS
60430	Automotive Light-Duty Diesel Diploma	Diploma

A60160	Automotive Systems Technology	A
D6016001	Automotive Systems Technology Diploma	Dip
C6016005	Level I Automotive System Technology Certificate	Certi
C6016006	Level II Automotive System Technology Certificate	Certi
C55120	Basic Law Enforcement Training Certificate	Certi
A20100	Biotechnology	A
A35140	Building Construction Technology	A
D3514001	Residential Carpentry Diploma	Dip
C3514001	Framing Certificate	Certi
A25120	Business Administration	A
C2512001	Management Applications and Principles Certificate	Certi
A25120H	Business Administration - Human Resources Management	A
C2512004	Human Resources Management Certificate	Certi
A25120M	Business Administration - Marketing	A
C2512005	Marketing Certificate	Certi
D4516001	Cardiovascular Sonography (Echocardiography Diploma)*	Dip
D45200	Computed Tomography and Magnetic Resonance Imaging Technology Diploma*	Dip
C4520001	Computed Tomography Certificate*	Certi
C4520002	Magnetic Resonance Imaging Certificate*	Certi
A25260	Computer Information Technology	A
D2526001	Computer Information Technology Diploma	Dip
C2526001	Computer Information Technology Certificate	Certi
C2526002	Desktop Support Technician Certificate	Certi
A50210	Computer-Integrated Machining	A
D5021001	Computer-Integrated Machining Diploma	Dip
C5021001	CNC Certificate	Certi
C5021002	Machining Certificate	Certi
C5021003	CNC Level I Certificate	Certi
C5021004	CNC Level II Certificate	Certi
C5021005	CNC Level III Certificate	Certi
C5021006	CNC Level IV Certificate	Certi
C5021007	CNC Operator Certificate	Certi
C5021008	Machining Level I Certificate	Certi
C5021009	Machining Level II Certificate	Certi
A25130	Computer Programming	A
C2513002	Visual Basic Programming Certificate	Certi
C2513003	C++ Programming Certificate	Certi
C2513004	Java Programming Certificate	Certi
A55180	Criminal Justice Technology	A
A5518B	Criminal Justice Technology – Financial Crime/Computer Fraud	A
A55220	Early Childhood Education	A
D5522001	Early Childhood Diploma	Dip
C5522001	Administration Certificate	Certi

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
C4020005	Biomedical Electronics Certificate	Certificate
A45340	Emergency Medical Science	AAS
D4534001	Paramedic Diploma	Diploma
C4534001	EMS Basic Certificate	Certificate
A25490	Entrepreneurship	AAS
C2549001	Entrepreneurship Certificate	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 and 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	Certificate
C5024003	Facilities Maintenance Certificate	Certificate
C45830	Mammography*	Certificate

A40320	Mechanical Engineering Technology	AAS
D4032001	Mechanical Engineering Technology Diploma	Diplon
C4032003	Mechanical Engineering Software Certificate	Certific
C4032004	Mechanical Fundamentals Certificate	Certific
C4032005	Manufacturing Processes Fundamentals Certificate	Certific
A45400	Medical Assisting*	AAS
C4540003	Medical Assisting Clinical Certificate*	Certific
D45450	Medical Dosimetry Diploma*	Diplon
A25310	Medical Office Administration	AAS
D2531002	Medical Insurance Diploma	Diplon
D2531003	Patient Representative Diploma	Diplon
D2531004	Medical Coding and Insurance Diploma	Diplon
C2531004	Medical Office Receptionist Certificate	Certific
C2531005	Patient Access Representative Certificate	Certific
A45440	Medical Sonography*	AAS
A25340	Networking Technology	AAS
C2534001	System Administrator Certificate	Certific
C2534002	Routing and Switching Certificate	Certific
C2534003	Wireless LAN Certificate	Certific
A45460	Nuclear Medicine Technology*	AAS
D4546001	Nuclear Medicine Diploma*	Diplon
A45500	Occupational Therapy Assistant*	AAS
A25370	Office Administration	AAS
D2537001	Office Administration Diploma	Diplon
D2537002	Dental Office Administration Diploma	Diplon
D2537003	Dental Front Office Diploma	Diplon
D2537004	Office System Technology	Diplon
C2537001	Computer Software Application Certificate	Certific
C2537002	Data Entry Application Certificate	Certific
C2537003	Basic Office Technology Skills Certificate	Certific
C2537004	Office Software Support Certificate	Certific
A2537A	Office Administration/Legal	AAS
C2537A01	Legal Office Certificate	Certific
A25380	Paralegal Technology	AAS
D2538001	Paralegal Technology Diploma	Diplon
A45670	Polysomnography*	AAS
C45650	Polysomnography Certificate*	Certific
D45820	Positron Emission Tomography (PET) Diploma*	Diplon
C4582001	PET Certificate*	Certific
D45680	Radiation Therapy Diploma*	Diplon
A45700	Radiography*	AAS
A45150	Recreational Therapy Assistant	AAS
A45720	Respiratory Therapy*	AAS
A25450	Simulation and Game Development	AAS

90990	Special Credit	
45750	Therapeutic Massage	AAS
04575001	Therapeutic Massage Diploma*	Diploma
25290	Web Technologies	AAS
2529004	Web Design Certificate	Certificate
50420	Welding Technology	AAS
05042001	Basic Welding Diploma	Diploma
5042001	Basic Welding Certificate	Certificate
5042002	SMAW (Stick) Certificate	Certificate
5042003	GMAW (MIG) Certificate	Certificate
5042004	GTAW (TIG) Certificate	Certificate
5042006	Welding BPR/Testing Certificate	Certificate
5042007	Bio-Welding and Repair Certificate	Certificate
5042008	Intermediate Welding 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 specialists. All applicants to these programs will be placed in the Associate in General Education (AGE) program (A10300) pending acceptance into the health science program.

*Must see Department Chair

Career and College Promise Pathways/Diplomas/Certificates

The goal of 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.

College Transfer Pathways

P1012C	Associate in Arts Pathway
P1042C	Associate in Science Pathway

Career and Technical Education Diplomas

D30100H1	Advertising and Graphic Design Diploma
D20100H1	Biotechnology Diploma
D20100H2	Biotechnology Diploma
D35140H1	Building Construction Technology Diploma
D25120H1	Business Administration Diploma
D55180H1	Criminal Justice Technology Diploma
D35130H1	Electrical Systems Technology Diploma
D25370H1	Office Administration Diploma
D50420H1	Welding Technology Diploma
D60160H1	Automotive Systems Technology Diploma

Career and Technical Education Certificates

C25100H1	Accounting Certificate
C30100H1	Advertising and Graphic Design Certificate
C40100H1	Architectural Technology Certificate
C20100H1	Biotechnology Certificate
C35140H1	Building Construction Technology Certificate
C25120H1	Business Administration Certificate
C50210H1	Computer-Integrated Machining Certificate
C25130H1	Computer Programming Certificate
C55180H1	Criminal Justice Technology Certificate
C55220H1	Early Childhood Education Certificate
C35130H1	Electrical Systems Technology Certificate
C40200H1	Electronics Engineering Technology Certificate
C25490H1	Entrepreneurship Certificate
C25510H1	Healthcare Business Informatics Certificate
C25200H1	Healthcare Management Technology Certificate
C35100H1	Heating & Air Conditioning Service Certificate
C15240H1	Horticulture Technology Certificate

C45380H1	Human Services Technology Certificate
C50240H1	Industrial Systems Technology Certificate
C50260H1	Industrial Management Technology Certificate
C40320H2	Mechanical Engineering Technology Certificate
C45400H1	Medical Assisting Certificate
C25310H1	Medical Office Administration Certificate
C25340H1	Networking Technology Certificate
C25370H1	Office Administration Certificate
C45150H1	Recreational Therapy Assistant Certificate
C25450H1	Simulation and Game Development Certificate
C25290H1	Web Technologies Certificate
C50420H1	Welding Technology Certificate
C50420H2	Welding Technology Certificate

For more information, please contact:

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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	Principles 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
WBL 110	World of Work	1	0	0	1
	Accounting Electives				2
	TOTAL				**50**
GENERAL EDUCATION COURSES					
COM 231	Public Speaking	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Discs	3	0	0	3
MAT 143	Quantitative Literacy	3	0	0	3
MAT 152	Statistical Methods I	3	2	0	4
	Humanities/Fine Arts Elective				3
	Social/Behavioral Science Elective				3
	TOTAL				**22**

OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1
	TOTAL				

TOTAL CREDITS FOR AAS DEGREE **73**

*Recommended Electives:

Accounting Electives:
+ACC 140, WBL 112

Humanities/Fine Arts Elective:
HUM 115, PHI 240

Social/Behavioral Science Elective:
ECO 252, PSY 150

This program offers the following certificate options:

Basic Accounting Certificate	16 credits
Managerial/Small Business Accounting Certificate	18 credits

+ indicates courses included in certificate

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.

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					
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 241	Graphic Design III	2	4	0	4
GRD 265	Digital Print Production	1	4	0	3
GRD 280	Portfolio Design	2	4	0	4
MKT 220	Advertising and Sales Promotion	3	0	0	3
	Art/Photo Elective				6
	Graphic Design Elective				4
	Drawing Elective				2
	Required Elective				2
	Web Design Elective				2
	Web Development Elective				2
	TOTAL				**54**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
	Communication Elective				3
	Humanities/Fine Arts Elective				3
	Social/Behavioral Science Elective				3
	Natural Science/ Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED

*	Other Requirements	1
TOTAL CREDITS FOR AAS DEGREE		**70**

*Recommended Electives:

Art/Photo Electives:
ART 261 and ART 262 or GRD 160 and GRD 161 or GRD 167 and GRD 168

Drawing Elective:
ART 131 or GRD 121

Graphic Design Elective:
GRD 242 or GRD 249

Required Elective:
+GRD 156 and +GRD 157 or GRA 255 and GRA 256

Web Design Elective:
GRD 188, GRD 271, WEB 110

Web Development Elective:
GRD 272, GRD 288, WEB 120, WEB 210

Communication Electives:
COM 231, ENG 112

Humanities/Fine Arts Electives:
ART 111, ART 114, ART 115, ENG 231, ENG 232

Social/Behavioral Sciences Electives:
PSY 150, SOC 210

Natural Science/ Math Electives:
AST 111 and AST 111A, AST 151 and AST 151A, BIO 110, BIO 111, GEL 111, MAT 110, MAT 143, or PHY 110 and PHY 110A

Other Requirements:
ACA 111, ACA 122

This program offers the following certificate option:

Graphic Design Online Certificate	18 credits
Graphic Design Certificate	18 credits

+indicates courses included in certificate

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 startup, 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 135	Schematics & Diagrams	2	0	0	2
+ISC 115	Construction Safety	2	0	0	2
*	Computer Elective				2
*	Other Major Elective				1
	TOTAL				**56**

GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
*	Communication Elective				3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
+ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**72**

*Recommended Electives:

Computer Elective:
CIS 110, +CIS 111, EGR 125

Other Major Elective:
AHR 180, +AHR 250, +SST 110, +SST 120, +WBL 111, +WBL 121

Communication Elective:
COM 120, COM 231

Humanities/Fine Arts Elective:
ART 111, HUM 110, HUM 115, MUS 110

Social/Behavioral Science Elective:
PSY 118, SOC 210, SOC 213

Natural Science/Math Elective:
MAT 110, MAT 121

This program offers the following diploma and certificate options:

ir Conditioning, Heating and Refrigeration Services Diploma	39 credits
fficiency and Performance Diagnostics Diploma	48 credits
leating, and Air Conditioning Services Certificate	16 credits

* indicates courses included in diploma and certificate

Contact the program coordinator or department chair for specific requirements.

tudents enrolled full-time and making satisfactory progress should complete this rogram in five semesters. Additional time may be needed to achieve minimum equirements in English, math or science.

ARCHITECTURAL TECHNOLOGY (A40100)

Curriculums in the Construction; Architecture and 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 131	Building Codes	2	2	0	3
ARC 213	Design Project	2	6	0	4
ARC 230	Environmental Systems	3	3	0	4
CST 241	Planning/Estimating I	2	2	0	3
SST 140	Green Bldg. & Design Concepts	3	0	0	3
*	Other Major Requirements				22
*	Co-op Elective				1
	TOTAL				**52**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
*	Other Required Courses				1
TOTAL CREDITS FOR AAS DEGREE					**68**

*Recommended Electives:

Other Major Requirements:
ARC 114A, ARC 119, ARC 133, ARC 211, ARC 225, ARC 225A, ARC 231, ARC 264, CST 221, LAR 111

Humanities/Fine Arts Elective:
ART 111, HUM 110, HUM 115, HUM 140, MUS 110, PHI 210, PHI 240, REL 110

Co-op Electives:
WBL 111, WBL 121

Other Required Courses:
ACA 111, ACA 122

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.

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**
+NUR 214	Nursing 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	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective				3
	TOTAL				**20**
TOTAL CREDITS FOR AAS DEGREE					**72**

*Recommended Electives:

Humanities/Fine Arts:
HUM 115, PHI 240

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.

Application criteria include a 2.5 GPA in general education and recommended courses for the program; CPR Healthcare Provider Certification by the AHA (submitted by July 1); Health Sciences Orientation Session or HSC 110 with a C or better.

Minimum prerequisites (must be completed or in progress at time program application is submitted), include one year of HS chemistry or one semester of college chemistry or CHM 094 with a C or better; BIO 168 and BIO 169 with a C or better; BIO 155 with a C or better.

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 Associate Degree Nursing program is approved by the North Carolina Board of Nursing (NCBON) and accredited by the Accreditation Commission for Education in Nursing (ACEN)

NCBON
4516 Lake Boone Trail
Raleigh, NC 27607
Phone: 919-782-3211
Fax: 919-781-9461

ACEN
3343 Peachtree Road, NE Suite 850
Atlanta, GA 30326
Phone: 404-975-5000

AUTOMOTIVE LIGHT-DUTY DIESEL TECHNOLOGY (D60430)

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 diagnose, adjust, repair or overhaul light duty diesel vehicles under one ton classification. Includes instruction in electrical systems, diesel-electric drive, engine performance, engine repair, emission systems, and all types of diesel engines related to the light duty diesel vehicle. Includes technicians working primarily with automobile diesel engines.

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					
LDD 112	Intro Light-Duty Diesel	2	2	0	3
LDD 181	Ldd Fuel Systems	2	6	0	4
LDD 183	Air, Exh, Emissions	2	6	0	4
TRN 110	Intro to Transport Technology	1	2	0	2
TRN 120	Basic Trans Electricity	4	3	0	5
TRN 170	Pc Skills for Transp	1	2	0	2
*	Other Major Requirements				15
	TOTAL				**35**
GENERAL EDUCATION COURSES					
*	Communication Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**41**

Recommended Electives:

)ther Major Requirements:
.UT 116, AUT 116A, AUT 163, AUT 163A, LDD 284, TRN 120A, TRN 145

'ommunication Elective:
NG 111, COM 110, COM 120, COM 231

[atural Science/Math Elective:
IAT 110, MAT 121, MAT 143, MAT 171

'ontact the program coordinator or department chair for specific requirements.

tudents enrolled full-time and making satisfactory progress should complete this rogram in five semesters. Additional time may be needed to achieve minimum :quirements in English, math or science. Graduates in this program must demonstrate ompetence in math by completion of MAT 070 or DMA 030 or an appropriate Math lacement Test score.

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepar individuals for employment as entry-level transportation service technicians. Th program provides an introduction to transportation industry careers and increases studer awareness of the diverse technologies associated with this dynamic and challenging field

Course work may include transportation systems theory, braking systems, climat control, design parameters, drive trains, electrical/electronic systems, engine repai engine performance, environmental regulations, materials, product finish, safet steering/suspension, transmission/transaxles, and sustainable transportation, dependin on the program major area chosen.

A program that prepares individuals to apply technical knowledge and skills to repai service, and maintain all types of automobiles. Includes instruction in brake system electrical systems, engine performance, engine repair, suspension and steering, automati and manual transmissions and drive trains, and heating and air condition systems

Graduates of this pathway should be prepared to take professional licensure exam which correspond to certain programs of study, and to enter careers as entry-lev 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	Advanced 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
*	Other Major Requirements				30
	TOTAL				**51**
GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
*	Communication Elective				3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED					
*	Other Requirements	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**67**

*Recommended Electives:

Other Major Requirements:
+AUT 114, +AUT +116, AUT +116A, +AUT 141A, +AUT 151A, +AUT 163A, +AUT 181A, +AUT 183, +AUT 221, +AUT 221A, +AUT 231, +AUT 231A, +AUT 281, +TRN 120A, +TRN 130, +TRN 140A, +TRN 145, +TRN 170, +WBL 111, +WBL 112

Communication Elective:
+COM 110, +COM 120, +COM 231

Humanities/Fine Arts Electives:
ART 111, HUM 110, HUM 115, MUS 110

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213

Natural Science/Math Elective:
+MAT 110, +MAT 121, +MAT 143, +MAT 171

Other Requirements:
+ACA 111, ACA 122

This program offers the following diploma and certificate options:

Automotive Systems Technology Diploma	46 credits
Level I Automotive System Technical Certificate	14 credits
Level II Automotive System Technical Certificate	16 credits

+ indicates courses included in diploma and certificate

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 030 or an appropriate Math Placement Test score.

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.

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

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**

Work Based Learning 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 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
CHM 132	Organic and Biochemistry	3	3	0	4
MAT 152	Statistical Methods I	3	2	0	4
	Chemistry Elective				4
	Computer Elective				3
	Genetics Elective				3
	Other Major Electives				15
	TOTAL				**49**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
	Humanities/Fine Arts Elective				3
	Social/Behavioral Science Elective				3
	Natural Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED

*	Other Requirements	1

TOTAL CREDIT FOR AAS DEGREE **65**

*Recommended Electives:

Chemistry Elective:
CHM 131 and CHM 131A or CHM 151

Computer Elective:
CIS 110, WEB 110

Genetics Elective:
BIO 250, BTC 250

Other Major Electives:
BIO 140, BIO 140A, BIO 280, BTC 270, BTC 275, BTC, 281, BTC 285, BTC 286, BTC 287, BTC 288, CHM 152, CHM 251, CHM 252, COM 231, HOR 162, HOR 168, MAT 172, PHY 110, PHY 110A, PHY 151, SPA 111

Humanities/Fine Arts Elective:
ART 111, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, MUS 110 PHI 240

Social/Behavioral Science Elective:
PSY 150, POL 120, SOC 210, SOC 213

Natural Science/Math Elective:
MAT 110, MAT 171, MAT 271

Other Requirements:
ACA 111, ACA 122

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.

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.

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

hese curriculums are designed to prepare individuals to apply technical knowledge and kills to the fields of architecture, construction, construction management, and other ssociated professions.

ourse work includes instruction in sustainable building and design, print reading, uilding codes, estimating, construction materials and methods, and other topics related design and construction occupations.

program that prepares individuals to apply technical knowledge and skills to residential nd commercial building construction and remodeling. Includes instruction in onstruction equipment and safety; site preparation and layout; construction estimating; rint reading; building codes; framing; masonry; heating, ventilation, and air onditioning; electrical and mechanical systems; interior and exterior finishing; and lumbing.

raduates of this pathway should qualify for entry-level jobs in architectural, ngineering, construction and trades professions as well as positions in industry and overnment.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
IAJOR 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
ST 131	OSHA/Safety/Certification	2	2	0	3
ST 221	Statics/Structures	3	3	0	4
CST 241	Planning/Estimating I	2	2	0	3
ST 140	Green Bldg. & Design Concepts	3	0	0	3
	Engineering Elective				3
	Skill Elective				5
	TOTAL				**51**
ENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
OM 231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Electives				3
	Social/Behavioral Science Elective				3
	Natural Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED

*	Other Requirements	1
TOTAL CREDITS FOR AAS DEGREE		**67**

*Recommended Electives:

Engineering Elective:
CST 211, DFT 151

Skills Elective:
(CAB 111 and CAB 119) or (ELC 120 and PLU 111)

Humanities/Fine Arts Electives:
ART 111, HUM 140, MUS 110, PHI 210, PHI 240

Social/Behavioral Sciences Electives:
ECO 251, ECO 252, PSY 150, SOC 210, SOC 213

Natural Science/Math Elective:
+MAT 121, MAT 171, PHY 151

Other Requirements:
+ACA 111, ACA 122

This program offers the following diploma option:

Residential Carpentry Diploma	40 credits
Framing Certificate	13 credits

+ indicates courses included in diploma and certificate

Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete thi program in five semesters. Additional time may be needed to achieve minimur requirements in English, math or science.

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
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
MKT 120	Principles of Marketing	3	0	0	3
WBL 110	World of Work	1	0	0	1
	Program Electives				2
	TOTAL				**56**
GENERAL EDUCATION COURSES					
ECO 252	Principles of Macroeconomics	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
	Communication Elective				3
	Humanities/Fine Arts Elective				3
	Natural Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **72**

*Recommended Electives:

Program Electives:
ACC 140, ACC 150, ETR 210, MKT 220, WBL 112

Communication Elective:
COM 120, COM 231, ENG 112

Humanities/Fine Arts Elective:
HUM 115, PHI 240

Natural Science/Math Elective:
MAT 143, MAT 152

This program offers the following certificate option
Management Applications and Principles Certificate 15 credits

+ indicates courses included in certificate

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.

BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT (A25120H)

luman Resources Management is a concentration under the curriculum title of Business dministration. The curriculum is designed to meet the demands of business and service gencies. The objective is the development of generalists and specialists in the dministration, training, and management of human resources.

ourse work includes studies in management, interviewing, placement, needs ssessment, planning, compensation and benefits, and training techniques. Also included re topics such as people skills, learning approaches, skills building, and development of nstructional and training materials.

raduates from this program will have a sound business educational base for life-long arning. Students will be prepared for employment opportunities in personnel, training, nd other human resources development areas.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
IAJOR COURSES					
CC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
US 115	Business Law I	3	0	0	3
US 137	Principles of Management	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 217	Employment Law and Regs.	3	0	0	3
US 234	Training and Development	3	0	0	3
US 240	Business Ethics	3	0	0	3
US 252	Labor Relations	3	0	0	3
BUS 255	Org Behavior in Business	3	0	0	3
BUS 256	Recruitment, Selection, & Personnel Plan	3	0	0	3
US 258	Compensation and Benefits	3	0	0	3
US 259	HRM Applications	3	0	0	3
IS 110	Introduction to Computers	2	2	0	3
CO 251	Principles of Microeconomics	3	0	0	3
KT 120	Principles of Marketing	3	0	0	3
BL 110	World of Work	1	0	0	1
EB 110	Internet/Web Fundamentals	2	3	0	3
	Other Major Electives				2
	TOTAL				**55**
ENERAL EDUCATION COURSES					
NG 111	Writing and Inquiry	3	0	0	3
NG 112	Writing/Research in the Disc	3	0	0	3
SY 150	General Psychology	3	0	0	3
	Communication Elective				3
	Humanities/Fine Arts Elective				3
	Natural Science/Math Elective				3
	TOTAL				**18**

OTHER COURSES REQUIRED

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **74**

*Recommended Electives:

Other Major Electives:
ACC 140, ACC 150, BUS 151, BUS 238, CTS 130, DBA 110, INT 110, SPA 110, WBL 112

Communication Elective:
COM 120, COM 231

Humanities/Fine Arts Elective:
HUM 115, PHI 240

Natural Science/Math Elective:
MAT 143, MAT 171

This program offers the following certificate option
Human Resources Management Certificate 18 credits

+ indicates courses included in certificate

Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete thi program in five semesters. Additional time may be needed to achieve minimur requirements in English, math or science.

BUSINESS ADMINISTRATION/MARKETING (A25120M)

Marketing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing.

Course work includes marketing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing 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 225	Marketing Research	3	0	0	3
MKT 227	Marketing Applications	3	0	0	3
MKT 232	Social Media Marketing	3	2	0	4
*	Computer Electives				3
*	Other Major Electives				3
	TOTAL				**53**
GENERAL EDUCATION COURSES					
COM 231	Public Speaking	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
*	Humanities/Fine Arts Elective				3
*	Natural Science/Math Elective				3
*	Social/Behavioral Science Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**69**

*Recommended Electives:

Computer Electives:
CIS 110, +OST 137

Other Major Electives:
CTS 130, OST 138

Humanities/Fine Arts Electives:
ART 111, MUS 110

Social/Behavioral Science Elective:
PSY 150, SOC 210

Natural Science/Math Elective:
MAT 143, MAT 171

This program offers the following certificate option
Marketing Certificate 18 credits

+ indicates courses included in certificate

Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete thi program in five semesters. Additional time may be needed to achieve minimur requirements in English, math or science.

CARDIOVASCULAR SONOGRAPHY
ECHOCARDIOGRAPHY DIPLOMA (D4516001)

The Echocardiography program is a diploma program of the Cardiovascular Sonography Curriculum for individuals with a minimum of an associate's degree in Allied Health or a Bachelor's 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	4	9	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	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				**38**
GENERAL EDUCATION COURSES						
ENG	111	Writing and Inquiry	3	0	0	3
		Social/Behavioral Science Elective				3
		TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA						**44**

Recommended Electives

Social/Behavioral Science Elective:
PSY 150, SOC 210

Application criteria include an associate's degree in allied health or bachelor's degree; 2.5 GPA in general education courses for the program; CPR Healthcare Provider certification by the AHA (submit by July 1); successful completion of NAI class (submit

by July 1; applicants with degrees in medical assisting, nursing, radiography, nuclear medicine, medical sonography, respiratory therapy, occupational therapy, physical therapy and /or surgical technology are exempt); Echocardiography Information Session.

Minimum prerequisites (must be completed or in progress at time program application is submitted) include successful completion of college level anatomy and physiology (coursework equivalent to BIO 163 or BIO 168 and BIO 169); Successful completion of college level algebra or statistics (coursework equivalent to MAT 152 or MAT 171); ENG 111 with a C or better; PHY 110 and PHY 110A with a C or better.

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
Fax: 727-210-2354
Email: mail@caahep.org
Website: www.caahep.org

JRC-DMS
6021 University Blvd, Suite 500
Ellicott City, MD 21043
Phone: 443-973-3251
Fax: 866-738-3444
Email: mail@jrcdms.org
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	Writing and Inquiry	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
	TOTAL				**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 contact program director for information.

This program offers the following certificate options:

Computed Tomography	18 credits
Magnetic Resonance Imagining	18 credits

+indicates courses included in certificate

Contact the program director for specific requirements.

Application criteria include Associates degree in Radiography, Radiation Therapy, and/or Nuclear Medicine Technology; 3.0 GPA; Credential in Radiography, Radiation Therapy, and/or Nuclear Medicine Technology; CPR Healthcare Provider Certification by the AHA; Confirmed clinical placement (coordinated by program director).

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.

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
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	Advanced. Hard/Software Support	2	3	0	3
CTS 255	Advanced 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
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 121	Work-Based Learning II	0	0	10	1
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
	TOTAL				**60**

GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
+HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Natural Science/Math Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
+ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**76**

*Recommended Electives:

Natural Science/Math Elective:
+MAT 121, +MAT 143

This program offers the following diploma and certificate options:

Computer Information Technology Diploma	40 credits
Computer Information Technology Certificate	18 credits
Desktop Support Technician Certificate	15 credits

+ indicates courses included in diploma and certificate

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.

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					
BPR 111	Print Reading	1	2	0	2
EGR 125	Appl Software for Tech	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
ISC 132	Mfg Quality Control	2	3	0	3
MAC121	Intro to CNC	2	0	0	2
MAC141	Machining Applications I	2	6	0	4
MAC142	Machining Applications II	2	6	0	4
MAC151	Machining Calculations	1	2	0	2
MAC228	Advanced CNC Programming	2	3	0	3
MAC229	CNC Programming	2	0	0	2
MAC231	CAM: CNC Turning	1	4	0	3
MAC232	CAM: CNC Milling	1	4	0	3
MAC233	Appl in CNC Machining	2	12	0	6
MEC110	Intro to CAD/CAM	1	2	0	2
MEC 180	Engineering Materials	2	3	0	3
	Blueprint Drafting Elective				2
	Machining Elective				4
	TOTAL				**49**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
	Communication Elective				3
	Humanities/Fine Arts Elective				3
	Social/Behavioral Science Elective				3
	Natural Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **65**

*Recommended Electives:

Blueprint Drafting Elective:
BPR 121, +DFT 151, +DFT 152

Machining Elective:
+MAC 143, WBL 112, WBL 122

Communication Elective:
+COM 110, +COM 120, COM 140, +COM 231, +ENG 112

Humanities/Fine Arts Elective:
HUM 110, HUM 115

Social/Behavioral Science Elective:
SOC 210, SOC 213

Natural Science/Math Elective:
+MAT 110, MAT 121, MAT 171

Other Courses Required:
ACA 111, ACA 122

This program offers the following diploma and certificate options:

Computer-Integrated Machining Diploma	43 credits
CNC Level I Certificate	12 credits
CNC Level II Certificate	12 credits
CNC Level III Certificate	14 credits
CNC Level IV Certificate	15 credits
CNC Operator Certificate	13 credits
Computer Numerical Control Certificate	13 credits
Machining Certificate	12 credits
Machining Level I Certificate	12 credits
Machining Level II Certificate	12 credits

+ indicates courses included in diploma and certificate

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

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
+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
SEC 110	Security Concepts	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 121	Work-Based Learning II	0	0	10	1
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup & Scripting	2	2	0	3
*	DBA/SGD/WEB Elective				3
*	NOS Elective				3
	TOTAL				**60**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Natural Science/Math Elective				3

TOTAL					**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**76**

*Recommended Electives:

DBA/SGD/WEB Electives:
DBA 120, SGD 113, WEB 180

NOS Elective:
NOS 120, NOS 130

Natural Science/Math Elective:
MAT 121, MAT 143

This program offers the following certificate options:

Visual Basic Programming Certificate	12 credits
Java Programming Certificate	12 credits
C++ Programming Certificate	12 credits

+ indicates courses included in certificate

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.

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
*	CJT Electives				15
*	Other Major Electives				3
	TOTAL				**35**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
*	Humanities Elective				3
*	Math Elective				3
*	Social/Behavioral Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**66**

*Recommended Electives:

CJT Electives:
CJC 122, CJC 132, CJC 211, CJC 213, CJC 214, CJC 215, CJC 222, CJC 223, CJC 22
CJC 233, CJC 241, WBL 111, WBL 112

Other Major Electives:
HIS 111, HIS 112, HIS 131, HIS 132, POL 120

Humanities/Fine Arts Elective:
ART 111, MUS 110, PHI 240

Social/Behavioral Science Elective:
PSY 150, SOC 210

Natural Science/Math Elective:
MAT 110, MAT 143

Students enrolled full-time and making satisfactory progress should complete thi
program in five semesters. Additional time may be needed to achieve minimun
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
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
*	Computer Electives				3
*	Other Major Electives				3
	TOTAL				**54**
GENERAL EDUCATION					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	**1**

TOTAL CREDITS FOR AAS DEGREE . **70**

*Required Major Elective:

Computer Electives:
CIS 110, CIS 111

Other Major Electives:
HIS 111, HIS 112, HIS 131, HIS 132, POL 120

Humanities/Fine Arts Elective:
ART 111, MUS 110, PHI 240

Social/Behavioral Science Elective:
PSY 150, SOC 210

Natural Science/Math Elective:
MAT 110, MAT 143

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 Education	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 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
EDU 251A	Exploration Activities Lab	0	2	0	1
+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
*	Computer Elective				2
*	Other Major Electives				3
*	Practicum/Work Experience				2
*	Special Interest Electives				6
	TOTAL				**60**
GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
+MAT143	Quantitative Literacy	2	2	0	3
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective				3

	TOTAL	**15**
OTHER COURSES REQUIRED		
*	Other Requirements	1
TOTAL CREDITS FOR AAS DEGREE		**76**

*Recommended Electives:

Computer Electives:
+CIS 110, +OST 137

Other Major Electives:
ART 111, ART 114, ART 115, AST 111, AST 111A, BIO 110, BIO 111, COM 231, +EDU 262, HIS 111, HIS 112, HIS 131, HIS 132, MUS 110, MUS 112, WBL 131

Practicum/Work Experience:
+EDU 184, +WBL 111, +WBL 112, +WBL 115

Special Interest Electives:
EDU 216, +EDU 235, EDU 259, SOC 210

Humanities/Fine Arts Elective:
ART 111, ENG 231, ENG 232, MUS 110, PHI 240

Other Requirements:
+ACA 111, +ACA 122

This program offers the following diploma and certificate options:

Early Childhood Diploma	42 credits
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

+ indicates courses included in diploma and certificate

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.

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 the National Electrical 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 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
*	Motor Control Elective				3
*	Process System Elective				3
*	Other Major Elective				4
	TOTAL				**57**
GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
*	Communication Elective				3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
+ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**73**

*Recommended Electives:

DC/AC Elective:
+ELC 112 or (+ELC 131 and +ELC 131A)

Motor Control Elective:
+ELC 117, +ELN 231

Process System Elective:
ELC 213, +ELC 220

Other Major Elective:
+ELC 118, +ELC 119, WBL 111, WBL 121

Communication Elective:
COM 110, +COM 120, COM 231, ENG 112

Humanities/Fine Arts Elective:
ART 111, HUM 115, MUS 110, REL 110, REL 211, REL 212

Social/Behavioral Science Elective:
ECO 251, PSY 150, SOC 210, SOC 213, SOC 220

Natural Science/Math Elective:
+MAT 110, +MAT 143

This program offers the following diploma and certificate options:

Electrical System Technology Diploma	44 credits
Basic Wiring Certificate	14 credits
Industrial Controls Certificate	12 credits
Photovoltaic Systems Certificate	13 credits
Programmable Logic Controller Certificate	15 credits

+ indicates courses included in diploma and certificate

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.

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 151	CAD I	2	3	0	3
-ELC 128	Introduction to PLC	2	3	0	3
-ELC 131	Circuit Analysis I	3	3	0	4
EGR 125	Appl Software for Technicians	1	2	0	2
-ELN 131	Analog Electronics I	3	3	0	4
ELN 132	Analog Electronics II	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
	Co-op Elective				2
	Other Major Electives				16
	TOTAL				**56**
GENERAL EDUCATION					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
	Humanities/Fine Arts Elective				3
	Social/Behavioral Science Elective				3
	Natural Science/Math Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
	Other Requirements				**1**
TOTAL CREDITS FOR AAS DEGREE					**72**

*Recommended Electives:

Co-op Elective:
WBL 111 and WBL 121 or EGR 285 or ELN 275

Other Major Electives:
+ATR 218, ATR 281, +BMT 111, +BMT 112, ELC 117, ELC 125, ELC 228, HYD 110, LEO 111, MAT 172, PHY 151

Humanities/Fine Arts Elective:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, MUS 110, PHI 210, PH 240, REL 110, REL 211, REL 212

Social/Behavioral Science Elective:
PSY 150, SOC 210

Natural Science/Math Elective:
MAT 121, MAT 122, MAT 171

Other Requirements:
ACA 111, ACA 122

This program offers the following certificate options:

Automation Technology Certificate	18 credits
Basic Electronics Certificate	12 credits
Biomedical Electronics Certificate	17 credits
Computer Technology Certificate	18 credits

+indicates courses included in certificate

Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete th program in five semesters. Additional time may be needed to achieve minimu requirements in English, math or science.

EMERGENCY MEDICAL SCIENCE (A45340)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anat & Physiology	4	2	0	5
EMS 110	EMT	6	6	0	8
EMS 122	EMS Clinical Practicum I	0	0	3	1
EMS 125	EMS Instructor Methodology	1	2	0	2
EMS 130	Pharmacology	3	3	0	4
EMS 131	Advanced Airway Management	1	2	0	2
EMS 140	Rescue Scene Management	1	3	0	2
EMS 150	Emergency Vehicles & EMS Com	1	3	0	2
EMS 160	Cardiology I	1	3	0	2
EMS 220	Cardiology II	2	3	0	3
EMS 221	EMS Clinical Practicum II	0	0	6	2
EMS 231	EMS Clinical Pract III	0	0	9	3
EMS 240	Patients W/ Special Challenges	1	2	0	2
EMS 241	EMS Clinical Practicum IV	0	0	12	4
EMS 250	Medical Emergencies	3	3	0	4
EMS 260	Trauma Emergencies	1	3	0	2
EMS 270	Life Span Emergencies	2	3	0	3
EMS 285	EMS Capstone	1	3	0	2
MED 120	Survey of Med Terminology	2	0	0	2
	TOTAL				**55**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
	Humanities/Fine Arts Elective				3
	Social/Behavioral Elective				3
	Nat Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS Degree **71**

We will offer EMS 280 as a transitional course

Humanities/Fine Arts Elective:
HUM 115, PHI 240

Social/Behavioral Elective:
PSY 150, SOC 210

Nat Science/Math Elective:
MAT 110, MAT 121, MAT 143

This program offers the following diploma and certificate options:

Paramedic Diploma	48 credits
EMS Basic Certificate	13 credits

+ indicates courses included in diploma and certificate

Contact the program director for specific requirements.

Application criteria include 2.0 GPA in general education and recommended courses for the program; Health Sciences Orientation Session or HSC 110 with a C or better.

Minimum prerequisites (must be completed or in progress at time program application is submitted) include placement out of or successful completion of DMA 010, DMA 020, DMA 030, and DMA 040 or MAT 070; placement out of or successful completion of DRE 098 or ENG 95; placement out of or successful completion of BIO 094.

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 Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a Commission on Accreditation of Allied Health Education Programs accreditation status, but rather a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation. CoAEMSP. 8301 Lakeview Parkway Suite 111-312. Rowlett, TX 75088. Phone: 214-703-8445. Fax: 214-703-8992.

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
ACC 140	Payroll Accounting	1	2	0	2
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 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 223	Customer Service	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
	TOTAL				**55**
GENERAL EDUCATION					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
	Humanities/Fine Arts Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE 71

*Recommended Electives:

Humanities/Fine Arts Elective:
ART 111, MUS 110

This program offers the following certificate option:
Entrepreneurship Certificate 13 credits

+ indicates courses included in certificate

Students enrolled full-time and making satisfactory progress should complete th program in five semesters. Additional time may be needed to complete general educatio requirements.

GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate's 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's degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
*	Communication Elective				3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Sciences				3
*	Natural Science/Math Elective				3
	TOTAL				**15**
MAJOR COURSES					
*	Major Electives				**18**
OTHER COURSES REQUIRED					
*	Computer Elective				2
*	Other Required Electives				28
*	Other Requirements				1
	TOTAL				**31**
TOTAL CREDITS FOR GOT DEGREE					**64**

*Recommended Courses:

Communication Elective:
COM 120, COM 231, ENG 112

Humanities/Social Science Elective:
ART 111, DRA 111, DRA 122, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 160, HUM 211, MUS 110, MUS 112, MUS 210, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Science Elective:
ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 13
HIS 132, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Natural Science/Math Elective:
AST 111 and AST 111A, AST 151 and AST 151A, BIO 110, BIO 111, BIO 112, BI
140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CH
251, CHM 252, CIS 110, GEL 111, GEL 113, GEL 230, MAT 110, MAT 143, MA
152, MAT 171, MAT 172, MAT 263, PHY 110 and PHY 110A, PHY 151, PHY 152

Computer Elective:
CIS 110, CIS 111, OST 137

Major Electives/Other Required Electives: **see advisor for a complete list of courses**

Other Requirements:
ACA 111, ACA 118, ACA 122

Students desiring a degree in General Occupational Technology must first meet with a GOT advisor; and complete a student educational plan (SEP) in their **mypittcc** account, to be approved by the advisor.

The appropriate documentation (SEP) must be completed and be on file the semester prior to the semester in which the student plans to graduate, (i.e. complete the documentation the Fall 2015 and with an anticipated graduation in Spring 2016), at minimum. Once approved, a copy of the documentation will be given to the student, a copy will be maintained by the advisor, and a copy will be sent to Admissions and Records. The student's advisor and Admissions and Records will maintain the documentation in order to track the student's progress towards graduation/degree completion. Students seeking to change their major to the GOT degree program must follow the above guidelines.

The General Occupational Technology program is in the Arts and Science Division.

For more information:

Call (252) 493-7484 or visit the Student Success Center in Reddrick 228.

On the internet, send e-mail to ssc@mypittcc.edu or visit our website at www.pittcc.edu.

- A high school diploma or equivalent is required
- A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

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 Electives				3
TOTAL					**60**	
GENERAL EDUCATION COURSES						
ENG	111	Writing and Inquiry	3	0	0	3
ENG	112	Writing/Research in the Disc	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3

MAT 143	Quantitative Literacy	2	2	0	3
	TOTAL				**15**

OTHER COURSES REQUIRED

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **76**

*Recommended Electives:

Other Major Elective:
HIT 221, HIT 225

Application criteria include 2.5 GPA in general education and recommended courses f the program; Health Sciences Orientation Session or HSC 110 with a C or bette confirmed clinical placement (coordinated by department chair).

Minimum prerequisites (must be completed or in progress at time program application submitted) include BIO 168 with a C or better; MAT 143 with a C or better.

Students enrolled full-time and making satisfactory progress should complete th program in five semesters. Additional time may be needed to complete general educatio requirements.

The Health Information Technology Program is accredited by the Commission o 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
WBL 111	Work-Based Learning I	0	0	10	1
	NOS Elective				3
	TOTAL				**60**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
COM 231	Public Speaking	3	0	0	3
	Social/Behavioral Science Elective				3
	Natural Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**76**

*Recommended Electives:

NOS Elective:
NOS 120, NOS 130

Social/Behavioral Science Elective:
ECO 251, PSY 150

Natural Science/Math Elective:
MAT 121, MAT 143

This program offers the following certificate options:

Healthcare Infrastructure Support Certificate	18 credits
Healthcare Database Administration & Support Certificate	18 credits

+ indicates courses included in certificate

Contact the program coordinator or department chair for specific requirements.

Students enrolled full-time and making satisfactory progress should complete thi program in five semesters. Additional time may be needed to achieve minimur requirements in English, math or science.

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
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
CTS 130	Spreadsheet	2	2	0	3
+HMT 110	Intro to Healthcare Mgt	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
WBL 110	World of Work	1	0	0	1
WBL 112	Work-Based Learning I	0	0	20	2
*	Accounting Elective				2
*	Healthcare Elective				3
	TOTAL				**56**

GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
*	Communication Elective				3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**18**

OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **75**

*Recommended Electives:

Accounting Elective:
ACC 140, ACC 150

Healthcare Elective:
BUS 151, +GRO 120

Communication Elective:
COM 120, COM 231

Humanities/Fine Arts Elective:
MUS 110, MUS 112, PHI 240

Social/Behavioral Science Elective:
PSY 150, SOC 210

Natural Science/Math Elective:
MAT 143, MAT 152, MAT 171

This program offers the following certificate options:

Healthcare Management Technology Certificate	15 credits
Long Term Care Certificate	18 credits

Unique courses to certificate:
General Education - SOC 213

+ indicates other courses included in certificate

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.

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's degree in Healthcare Management Technology to St. Joseph's College of Maine and Mount Olive College enabling students to pursue a Bachelor 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 a designed to prepare individuals for various careers in horticulture. Classroom instructic and practical laboratory applications of horticultural principles and practices are include in the program of study.

Course work includes plant identification, pest management, plant science and sc science. Also included are courses in sustainable plant production and managemer landscaping, and the operation of horticulture businesses.

A program that focuses on the general production and management of cultivated plant shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the manageme of technical and business operations connected with horticultural services; and the bas scientific principles needed to understand plants and their management and care.

Graduates should qualify for employment in a variety of positions associated wi nurseries, garden centers, greenhouses, landscape operations, government agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenanc companies, and private and public gardens. Graduates should also be prepared to take th North Carolina Pesticide Applicator's Examination and/or the North Carolina Certifie Plant Professional Examination.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
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 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
*	Co-op Elective				2
	TOTAL				**51**

GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 110	Math Measurement and Literacy	2	2	0	3
*	Communication Elective				3
*	Social/Behavioral Science Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**67**

*Recommended Electives

Co-op Elective:
(WBL 111 and WBL 121) or WBL 112

Communication Elective:
COM 120, COM 231

Social/Behavioral Science Elective:
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.

HUMAN SERVICES TECHNOLOGY (A45380)

The Human Services Technology curriculum prepares students for entry-level position in institutions and agencies which provide social, community, and educational services Along with core courses, students take courses which prepare them for specialization i specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses i placed on development of relevant knowledge, skills, and attitudes in human services Fieldwork experience will provide opportunities for application of knowledge and skill learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, socia services, rehabilitation, correction, and educational agencies. Graduates choosing t continue their education may select from a variety of transfer programs at senior publi and private institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
+GRO 120	Gerontology	3	0	0	3
+HSE 110	Introduction to Human Services	2	2	0	3
+HSE 112	Set 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 210	Human Services Issues	2	0	0	2
HSE 212	Set Process II	1	2	0	2
+HSE 220	Case Management	2	2	0	3
+HSE 225	Crisis Intervention	3	0	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
SOC 213	Sociology of the Family	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
WBL 125	Work-Based Learning Seminar II	1	0	0	1
*	Computer Electives				2
*	HSE Electives				9
	TOTAL				**52**
GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
+HUM120	Cultural Studies	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
*	Communication Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED

*	Other Requirements	1
TOTAL CREDITS FOR AAS DEGREE		**68**

*Recommended Electives:

Computer Electives:
CIS 110, +CIS 111

HSE Electives:
HSC 120, HSE 130, HSE 215, HSE 230, HSE 255, PSY 256, SWK 110, SWK 113

Communication Elective:
+COM 231, ENG 112

Natural Science/Math Elective:
BIO 110, +BIO 161

Other Requirements:
+ACA 111, ACA 122

This program offers the following diploma option:
Human Services Technology Diploma 36 credits

+ indicates courses included in diploma

Contact the program coordinator or department chair for specific requirements.

This program has program accreditation by Council for Standards in Human Services Education.

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.

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.

HUMAN SERVICES TECHNOLOGY/GERONTOLOGY (A4538B)

The Human Services Technology/Gerontology concentration prepares students t specialize in direct service delivery work to older adults and their families. Th curriculum provides both theoretical and applied models for understanding issues c aging.

Course work includes physical, psychological, and social aspects of the aging process; a well as health, wellness, nutrition, diet, exercise, and well-being. Fieldwork experience provide opportunities to work in a variety of public and private agencies.

Graduates should qualify for employment in nursing and rest homes, specialized adu care services, respite services, and other programs servicing older adults and thei families. Graduates choosing to continue their education may select a variety c programs at senior institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
+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	Set 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
WBL 111	Work-Based Learning I	1	0	10	1
WBL 115	Work Experience Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	1	0	10	1
WBL 125	Work Based Learning Seminar II	1	0	0	1
*	Computer Electives				2
*	Other Major Electives				3
	TOTAL				**55**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
*	Communication Elective				3
*	Natural Science/Math Elective				3

	TOTAL	**15**
OTHER COURSES REQUIRED		
*	Other Requirements	1
TOTAL CREDITS FOR AAS DEGREE		**71**

*Recommended Electives:

Computer Elective:
CIS 110, CIS 111

Other Major Electives:
GRO 150, +HMT 110, +HMT 211, HMT 212, HSE 130, HSE 230, HSE 251, MED 180, SAB 110, SWK 110, SWK 113, +TRE 122

Communication Elective:
COM 231, ENG 112

Natural Science/Math Elective:
BIO 110, BIO 161

Other Requirements:
ACA 111, ACA 122

This program offers the following certificate option:
Aging Studies Certificate 18 credits

Unique courses to certificate:
Other Major Requirements – HSE 115

+indicates courses included in certificate

Contact the department chair for specific requirements.

This program has program accreditation by Council for Standards in Human Services Education.

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.

HUMAN SERVICES TECHNOLOGY/SUBSTANCE ABUSE (A4538E)

The Human Services Technology/Substance Abuse concentration prepares students assist in drug and alcohol counseling, prevention-oriented educational activitie rehabilitation with recovering clients, managing community-based programs, counselir in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overvie of chemical dependency, psychological/sociological process, the twelve Core Function intervention techniques with individual in Sets, and follow-up activities with recoverir clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselor halfway house workers, residential facility employees, and substance educatic specialists. With educational and clinical experiences, graduates can obtain certificatic by the North Carolina Substance Abuse Board.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credi Hours
MAJOR COURSES					
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Set 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
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental 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 240	SAB Issues in Client Services	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
WBL 111	Work-Based Learning I	1	0	10	1
WBL 115	Work Experience Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	1	0	10	1
WBL 125	Work Based Learning Seminar II	1	0	0	1
*	Computer Electives				2
*	Other Major Electives				3
*	Other Required Electives				3
	TOTAL				**53**

GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
SOC 220	Social Problems	3	0	0	3
*	Communication Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
*	Other Requirements				**1**
TOTAL CREDITS FOR AAS DEGREE					**69**

*Recommended Electives:

Computer Elective:
CIS 110, CIS 111

Other Major Electives:
GRO 120, HSE 130, HSE 212, HSE 215, HSE 255, MED 180, SAB 230, SOC 210, SWK 110, SWK 113, WBL 112

Other Required Electives:
SAB 210, SAB 230

Communication Elective:
COM 231, ENG 112

Natural Science Elective:
BIO 110, BIO 161

Other Requirements:
ACA 111, ACA 122

This program has program accreditation by Council for Standards in Human Services Education.

This program offers the following certificate option:
Substance Abuse 18 credits

+indicates courses included in certificate

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.

INDUSTRIAL MANAGEMENT TECHNOLOGY (A50260)

Curriculums in the Manufacturing Production and Process Development: Manufacturin and Industrial Engineering Technology are designed to prepare students through th study and application of the principles for developing, implementing and improvin integrated systems involving people, materials, equipment and information as leaders i an industrial or manufacturing setting.

Course work includes mathematics, systems analysis, leadership and management skill 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 an management skills to plan and manage operations of industrial and manufacturin processes. Includes instruction in financial management, industrial and human resource management, industrial psychology, management information systems, quality an productivity improvement, quality control, operations research, safety and health issue and environmental program management. Graduates should be qualified to enter th workforce as front-line supervisor, engineering assistant, production planner, inventor 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 an control technicians, front-line supervisors, production planners, inventory supervisor 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	235	Performance Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
DFT	111	Technical Drafting I	1	3	0	2
ISC	131	Quality Management	3	0	0	3
+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
*		Business Elective				3
*		Safety Elective				2
*		Other Major Electives				3
		TOTAL				**53**

GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
MAT 152	Statistical Methods I	3	2	0	4
*	Communication Elective				3
*	Humanities/Fine Arts Electives				3
*	Social/Behavioral Science Elective				3
	TOTAL				**16**
OTHER COURSES REQUIRED					
*	Other Requirements				**1**
TOTAL CREDITS FOR AAS DEGREE					**70**

*Recommended Electives

Business Elective:
BUS 153, BUS 217

Safety Elective:
+ISC 112, ISC 121

Other Major Electives:
+BPM 110, OMT 222, +PTC 110, SPA 120 or (WBL 111, WBL 112)

Communication Elective:
COM 120, COM 231, ENG 112

Humanities/Fine Arts Elective:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, PHI 240

Social/Behavioral Science Elective:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Other Requirements:
ACA 111, ACA 122

This program offers the following certificate options:

Principles of Lean Manufacturing Certificate	13 credits
Bio-Management Practices Certificate	17 credits

+indicates courses included in certificate

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.

INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

The Industrial Systems Technology curriculum is designed to prepare or upgrad individuals to safely service, maintain, repair, or install equipment. Instruction include theory and skill training needed for inspecting, testing, troubleshooting, and diagnosin industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical system maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, an includes various diagnostic and repair procedures. Practical application in thes industrial systems will be emphasized and additional advanced course work may b offered.

Upon completion of this curriculum, graduates should be able to individually, or with team, safely install, inspect, diagnose, repair, and maintain industrial process and suppor 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
+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
+HYD110	Hydraulics/Pneumatics I	2	3	0	3
+ISC 112	Industrial Safety	2	0	0	2
+MAC141	Machining Applications I	2	6	0	4
+MNT110	Introduction to Maintenance Procedures	1	3	0	2
MNT 160	Industrial Fabrication	1	3	0	2
+MNT220	Rigging and Moving	1	3	0	2
MNT 240	Industrial Equipment Troubleshooting	1	3	0	2
+WLD112	Basic Welding Processes	1	3	0	2
*	Computer Elective				2
*	Other Major Electives				2
	TOTAL				**50**
GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
+MAT143	Quantitative Literacy	2	2	0	3
*	Communication Elective				3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Sciences Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED

*	Other Requirements	1
TOTAL CREDITS FOR AAS DEGREE		**66**

*Recommended Electives:

Computer Elective:
CIS 110, CIS 111

Other Major Electives:
+BPM 110, ELC 111, ELC 115, ISC 110, +MNT 111, MNT 150, MNT 270, +PTC 110, WBL 112, WBL 122,

Communication Elective:
COM 231, ENG 112

Humanities/Fine Arts Elective:
HUM 110, HUM 115

Social/Behavioral Science Elective:
PSY 150, SOC 210, SOC 213

Other Requirements:
+ACA 111, +ACA 122

This program offers the following diploma and certificate options:

Industrial Maintenance Diploma	43 credits
Basic Mechanical Maintenance Certificate	18 credits
Bio-Maintenance Certificate	17 credits
Facilities Maintenance Certificate	17 credits

+ indicates courses included in diploma and certificate

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.

MAMMOGRAPHY (C45830)

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 104	Digital Breast Tomosynthesis	1	0	0	1
MAM 105	Mam Clinical Ed	0	0	15	5
MAM 109	Mammography Capstone	3	0	0	3
TOTAL CREDITS FOR CERTIFICATE					**17**

Application criteria include Associates degree in Radiography; 2.5 GPA; ARRT Certified in Radiography; CPR Healthcare Provider Certification by the AHA; Confirmed clinical placement (coordinated by program director).

Students making satisfactory progress should complete this program in two semesters.

The medical director for this program is Bruce F. Schroeder, 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 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
+HYD110	Hydraulics/Pneumatics I	2	3	0	3
+ISC 132	Manufacturing Quality Control	2	3	0	3
+MAC141	Machining Applications I	2	6	0	4
+MEC161	Manufacturing Processes I	3	0	0	3
+MEC161A	Manufacturing Processes I Lab	0	3	0	1
+MEC180	Engineering Materials	2	3	0	3
PHY 131	Physics-Mechanics	3	2	0	4
*	Safety Elective				2
*	Technology Elective				7
*	Other Major Elective				2
	TOTAL				**50**
GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
*	Humanities/Fine Arts Elective				3
*	Social/Behavior Science Elective				3

*	Natural Science/Math Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**66**

*Recommended Electives:

Safety Elective:
+ISC 112, ISC 121

Technology Elective:
+EGR 120, EGR 285, MAC 121, MEC 110

Other Major Electives:
+DFT 152, WBL 112

Humanities/Fine Arts Elective:
ART 111, HUM 115, MUS 110

Social/Behavior Science Elective:
PSY 150, SOC 210

Natural Science/Math Elective:
+MAT 121, MAT 171

This program offers the following certificate option:

Mechanical Engineering Technology Diploma	38 Credits
International Design and Manufacturing Certificate	14 credits
Manufacturing Process Fundamentals Certificate	16 credits
Mechanical Engineering Software Certificate	12 credits
Mechanical Fundamentals Certificate	12 credits

+ indicates courses included in diploma and certificate

Unique courses in certificate:
Other Major Requirements – CIS 110, CIS 111, EGR 125

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.

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, 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
+MED110	Orientation to Medical Assisting	1	0	0	1
MED 114	Professional Interaction in Health Care	1	0	0	1
+MED121	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
+MED140	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
+MED240	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
*	Major Course Elective				2
*	Medical Coding Elective				2
*	Medical Law Elective				2
*	Office Systems Elective				2
	TOTAL				**60**

GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MAT 110	Math Measurement and Literacy	2	2	0	3
*	Communication Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**76**

*Recommended Electives:

Major Course Elective:
BUS 151, HSC 110, +MED 112, +MED 113, +OST 131, OST 164, OST 184, OST 281, SPA 110

Medical Coding Elective:
MED 232, OST 148

Medical Law Elective:
MED 118, OST 149

Office System Elective:
+CIS 110, +CIS 111, +OST 136, +OST137

Communication Elective:
COM 120, COM 231

This program offers the following certificate option:
Medical Assisting Clinical Certificate 18 credits

Unique courses in certificate:
Major Required Course – MED 120

+ indicates courses included in certificate

Contact the department chair for specific requirements.

Application criteria include 2.5 GPA in general education and recommended courses fo the program; Health Sciences Orientation Session or HSC 110 with a C or better Confirmed clinical placement (coordinated by department chair).

Minimum prerequisites (must be completed or in progress at time program application i submitted) include BIO 163 with a C or better.

Students enrolled full-time and making satisfactory progress should complete thi program in six semesters. Additional time may be needed to complete general educatio requirements.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Medical Assisting Education Review Board (MAERB).

CAAHEP
1361 Park Street
Clearwater FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
Email: mail@caahep.org

MAERB
20 North Wacker Drive, Suite 1575
Chicago, Illinois 60606-2903
Phone (312) 899-1500
Fax: 312-899-1259

MEDICAL DOSIMETRY (D45450)

The curriculum is designed to prepare ARRT certified radiation therapists to work in care of cancer patients as medical dosimetrist. The curriculum provides instruction enable the participant to become a member of the radiation oncology team.

The curriculum content includes specific coursework to provide classroom and dir clinical experience to train the student in the fundamentals of medical dosimetry pract using current technology, tools and techniques. Students will participate in stud related to the role of the medical dosimetrist and professional ethics, radiation oncolc anatomy, treatment planning, dose calculations, clinical oncology, brachythera dosimetry physics, radiation protection, quality assurance and computer applications.

Graduates of the program will be able to obtain employment as a medical dosimetrist a apply to the Medical Dosimetrist Certification Board (MDCB) to sit for a natio certification.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Cred Hou
MAJOR COURSES					
DOS 210	Introduction to Dosimetry	2	0	0	2
DOS 220	Treatment Planning I	2	2	0	2
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	15	5
DOS 241	Clinical Education II	0	0	24	8
DOS 242	Clinical Education III	0	0	24	8
DOS 243	Dosimetry Physics	1	3	0	2
DOS 250	Dose Calculations	2	0	0	2
DOS 260	Brachytherapy Planning	2	3	0	3
DOS 270	Medical Dosimetry Capstone	2	0	0	2
	TOTAL				**38**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
MAT 171	Precalculus Algebra	3	2	0	4
	TOTAL				**7**
TOTAL CREDITS FOR DIPLOMA					**45**

Application criteria include a bachelor's degree; 3.0 GPA in discipline relat coursework; Completion of a JRCERT accredited radiation therapy program and ARR certification in Radiation Therapy; One full year of experience as a radiation therapist time of enrollment; CPR Healthcare Provider Certification by the AHA (submit by Ap 1).

Minimum prerequisites (not required to apply; must be completed by start of summer semester) include ENG 111 with a C or better; MAT 171 with a C or better.

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

MEDICAL OFFICE ADMINISTRATION (A25310)

This curriculum prepares individuals for employment in medical and other health-ca related offices.

Course work will include medical terminology; information systems; office manageme medical coding, billing and insurance; legal and ethical issues; and formatting and wo processing. Students will learn administrative and support functions and develop ski applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospita insurance companies, laboratories, medical supply companies, and other health-ca related organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Cred Hou
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 243	Med Office Simulation	2	2	0	3
+OST 247	Procedure Coding	1	2	0	2
+OST 248	Diagnostic Coding	1	2	0	2
+OST 281	Emerg Issues in Med Ofc	3	0	0	3
+OST 286	Professional Development	3	0	0	3
*	Co-op Elective				2
*	Other Major Electives				9
	TOTAL				**60**
GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
*	Communication Elective				3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**

)THER COURSES REQUIRED

Other Required	1
TOTAL CREDITS FOR AAS DEGREE	**76**

Recommended Electives:

Co-op Elective:
)ST 289, +WBL 112

)ther Major Electives:
3US 135, BUS 137, +MKT 223, OST 138, OST 184, OST 233, OST 236, OST 241, OST 42, +OST 249, OST 250, SPA 120

Communication Elective:
COM 120, +COM 231

Humanities/Fine Arts Elective:
HUM 115, HUM 120

ocial/Behavioral Science Elective:
GEO 110, GEO 111, PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

latural Science/Math Elective:
.ST 111 and AST 111A or BIO 161 and MAT 110 or CHM 131 and CHM 131A or HY 110 and PHY 110A

)ther Required:
.CA 111 or +ACA 122

he Medical Office Administration student must successfully complete OST 241 before aking WBL 112. Please note, WBL 112 will be offered Fall and Spring semesters only.

his program offers the following diploma and certificate options:

Medical Insurance Diploma	48 credits
Patient Representative Diploma	47 credits
Medical Coding and Insurance Diploma	48 credits
Medical Office Receptionist Certificate	17 credits
Patient Access Representative Certificate	17 credits

indicates courses included in diploma and certificate

ontact the program coordinator or department chair for specific requirements.

tudents enrolled full-time and making satisfactory progress should complete this rogram in five semesters. Additional time may be needed to achieve minimum equirements in English, math or science. Graduates of this program must demonstrate ompetence in math by completion of MAT 070 or an appropriate Math Placement Test core.

MEDICAL SONOGRAPHY (A45440)

The Medical Sonography curriculum provides knowledge and clinical skills in application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, and abdominal, introduct vascular and obstetrical/gynecological sonography. Competencies are attained identification of normal anatomy and pathological processes, use of equipment, fe growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultraso physics and instrumentation and specialty examinations administered by the Americ Registry of Diagnostic Medical Sonographers and find employment in clini physicians' offices, mobile services, hospitals, and educational institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Cred Hou
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	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				4
	TOTAL				**16**

TOTAL CREDITS FOR AAS DEGREE 76

Recommended Electives

Humanities/Fine Arts Elective:
Hum 115, PHI 240

Social/Behavioral Science Elective:
SY 150, SOC 210

Natural Science/Math Elective:
MAT 152, MAT 171

Application criteria include 2.5 GPA in general education and recommended courses for the program; CPR Healthcare Provider Certification by the AHA (submit by July 1); successful completion of NAI class (submit by July 1; applicants with degrees in medical assisting, nursing, radiography, nuclear medicine, respiratory therapy, occupational therapy, physical therapy and/or surgical technology are exempt); Medical Sonography Information Session; Health Sciences Orientation Session or HSC 110 with a C or better.

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.

Minimum prerequisites (must be completed or in progress at time program application is submitted) include ENG 111 with a C or better; BIO 163 with a C or better; MAT 152 or MAT 171 with a C or better; PHY 110 & PHY 110A with a C or better.

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).

CAAHEP)
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
E-mail: mail@caahep.org
Website: www.caahep.org

JRC-DMS
2021 University Blvd, Suite 500
Ellicott City, MD 21043
Phone: 443-973-3251
Fax: 866-738-3444
E-mail: mail@jrcdms.org
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 supporti network infrastructure environments. Students will learn how to use technologies provide reliable transmission and delivery of data, voice, image, and vid communications in business, industry, and education.

Course work includes design, installation, configuration, and management of netwo infrastructure technologies and network operating systems. Emphasis is placed on t implementation and management of network software and the implementation a management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network manage network operators, network analysts, and network technicians. Graduates may also qualified to take certification examinations for various network industry certificatio depending on their local program.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Cred Hou
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
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 241	Introduction to VOIP	2	3	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
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 121	Work-Based Learning II	0	0	10	1
	TOTAL				**60**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3

	TOTAL				**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**76**

*Recommended Electives:

Social/Behavioral Science Elective:
PSY 150, SOC 213

Natural Science/Math Elective:
MAT 121, MAT 143

This program offers the following certificate options:

Routing and Switching Certificate	15 credits
System Administrator Certificate	15 credits
Wireless LAN Certificate	18 credits

- indicates courses included in certificate

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.

NUCLEAR MEDICINE TECHNOLOGY (A45460)

The Nuclear Medicine Technology curriculum provides the clinical and didact experience necessary to prepare students to qualify as entry-level nuclear medici technologists.

Students will acquire the knowledge and skills necessary to properly perform clinic procedures. These skills include patient care, use of radioactive materials, operation imaging and counting instrumentation, and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given b the Nuclear Medicine Technology Certification Board and the American Registry Radiologic Technologists.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credi Hours
MAJOR COURSES					
+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
*	Computer Elective				2
	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	Writing and Inquiry	3	0	0	3
+MAT 121	Algebra/Trigonometry I	2	2	0	3
*	Communication Elective				3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
	TOTAL				**19**

OTHER COURSES REQUIRED

ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**72**

*Recommended Electives:

Biology Elective:
BIO 163 or BIO 168 and BIO 169

Computer Elective:
CIS 110, CIS 111

Communication Elective:
COM 120, COM 231

Humanities/Fine Arts Elective:
HUM 115, HUM 211, PHI 210, PHI 240, REL 110

Social/ Behavioral Science Elective:
PSY 118, PSY 150, SOC 210

This program offers the following diploma option:
Nuclear Medicine Diploma 48 credits

- indicates courses included in diploma

Contact the program director for specific requirements.

Application criteria include 2.5 GPA in general education & recommended courses for the program; Health Sciences Orientation Session or HSC 110 with a C or better. Evidence of CPR Healthcare Provider Certification by AHA and successful completion of NAI class or documentation of direct patient care experience is required prior to clinical rotations. Deadline for submission is August 1.

Minimum prerequisites (must be completed or in progress at time program application is submitted) include BIO 163 or [BIO 168 & BIO 169] with a C or better; MAT 121 with a C or better; CHM 131 & CHM 131A with a C or better.

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 th supervision of a registered/licensed occupational therapist in screening, assessin planning, and implementing treatment and documenting progress for clients receivir occupational therapy services.

Course work includes human growth and development, conditions which interfere wi activities of daily living, theory and process of occupational therapy, individual/S treatment activities, therapeutic use of self, activity analysis, and grading/adaptir activities and environments.

Graduates may be eligible to take the national certification examination for practice as certified occupational therapy assistant. Employment opportunities include hospital rehabilitation facilities, long-term/ extended-care facilities, sheltered workshops, school home health programs, and community programs.

Course and Hour Requirements

			Class	Lab	Clin/ WExp	Credi Hours
MAJOR COURSES						
BIO	168	Anatomy and Physiology I	3	3	0	4
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	245	Professional Skills III	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
*		Computer Elective				3
		TOTAL				**54**
GENERAL EDUCATION COURSES						
BIO	169	Anatomy and Physiology II	3	3	0	4
COM	231	Public Speaking	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
ENG	112	Writing/Research in the Disc	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3

	TOTAL				**19**
)THER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**74**

Recommended Electives:

Computer Elective:
CIS 110, OST 137

nitial enrollment is in the spring semester. Students must complete Level II Fieldwork vithin 18 months following completion of academic preparation.

Application criteria include 2.5 GPA in general education and recommended courses for ne program; Health Sciences Orientation Session or HSC 110 with a C or better.

Minimum prerequisites (must be completed or in progress by the end of summer semester rior to the end of application period) includes BIO 168 with a C or better.

tudents enrolled full-time and making satisfactory progress should complete this rogram in six semesters. Additional time may be needed to complete general education equirements.

This Occupational Therapy Assistant program is accredited by the Accreditation Council or Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

ACOTE
/o Accreditation Department
merican Occupational Therapy Association (AOTA)
720 Montgomery Lane, Suite 200,
ethesda, MD 20814-3449
hone: 301-652-AOTA
Website: www.acoteonline.org

OFFICE ADMINISTRATION (A25370)

The Office Administration curriculum prepares individuals for positions in administrati support careers. It equips office professionals to respond to the demands of a dynam computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrat software, oral and written communication, analysis and coordination of office duties a systems, and other support topics. Emphasis is placed on non-technical as well technical skills.

Graduates should qualify for employment in a variety of positions in busines government, and industry. Job classifications range from entry-level to supervisor middle management.

Pitt Community College offers two areas of emphasis within the Office Administrati curriculum: General and Dental.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credi Hour
MAJOR COURSES					
+BUS 121	Business Math	2	2	0	3
+BUS 260	Business Communications	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 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
WBL 112	Work-Based Learning I	0	0	20	2
*	Accounting Elective				3
*	Business Elective				2
*	Emphasis Group				13
	TOTAL				**54**
GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
*	Communication Elective				3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED

* Other Required	1
TOTAL CREDITS FOR AAS DEGREE	**70**

*Recommended Electives:

Accounting Elective:
+ACC 111, ACC 120

Business Elective:
ACC 140, BUS 110, BUS 115, BUS 135, +BUS 137

Emphasis Group:
General – (BUS 151, BUS 153, OST 140, +OST 153, +OST 233, +OST 236, SPA 110) or
Dental – (+OST 143, +OST 147, +OST 149, OST 233, +OST 245, +OST 246, SPA 110)

Communication Elective:
+COM 120, +COM 231

Humanities/Fine Arts Electives:
HUM 115, HUM 120

Social/Behavioral Science Electives:
+PSY 118, +PSY 150, +SOC 210, +SOC 213, SOC 220

Natural Science/Math Elective:
BIO 161, MAT 110

Other Required:
ACA 111 or +ACA 122

This program offers the following diploma and certificate options:

Office Administration Diploma	47 credits
Dental Office Administration Diploma	48 credits
Dental Front Office Diploma	48 credits
Office System Technology	47 credits
Basic Office Technology Skills Certificate	17 credits
Computer Software Applications Certificate	14 credits
Data Entry Application Certificate	14 credits
Office Software Support Certificate	16 credits

+ indicates courses included in diploma and certificate

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 of this program must demonstrate competence in math by completion of DMA 050 or an appropriate math placement test score

OFFICE ADMINISTRATION LEGAL (A2537A)

Legal is a concentration under the curriculum title of Office Administration. Th curriculum prepares individuals for entry-level positions in legal or government-relat offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcripti of documents, computer software, and court-related functions as they relate to the leg office profession. Emphasis is placed on the development of accuracy, organization skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; priva practices, including real estate and estate planning; and city, state, and feder government offices. With appropriate work experience, graduates may apply f certification as a Professional Legal Secretary (PLS).

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credi Hour
MAJOR COURSES					
+BUS 115	Business Law	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communications	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 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	Adv Word/Information Proc	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
WBL 112	Work-Based Learning I	0	0	20	2
*	Accounting Elective				3
*	Business Elective				2
	TOTAL				**59**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
*	Communication Elective				3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**75**

*Recommended Electives:

Accounting Elective:
ACC 111, ACC 120

Business Elective:
ACC 140, BUS 110, BUS 137, BUS 151, BUS 153

Communication Elective:
COM 120, COM 231

Humanities/Fine Arts Elective:
HUM 115, HUM 120

Social/Behavioral Science Elective:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Natural Science/Math Elective:
BIO 161, MAT 110

The OA-Legal student must successfully complete OST 252 **and** either complete or be enrolled in OST 289 before taking WBL 112.

This program offers the following certificate option:
Legal Office Certificate 17 credits

+ indicates courses included in certificate

Contact the program coordinator or department chair for specific requirements.

Graduates of this program must demonstrate competence in math by completion of DMA 050 or an appropriate math placement test score.

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.

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 supervisi of attorneys by performing routine legal tasks and assisting with substantive legal wor A paralegal/legal assistant may not practice law, give legal advice, or represent clients a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civ litigation, legal research and writing, real estate, family law, wills, estates, trusts, a commercial law. Required courses also include subjects such as English, mathematic and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public recor search, drafting and filing legal documents, research, and office managemer Employment opportunities are available in private law firms, governmental agencie banks, insurance agencies, and other business organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credi Hour
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 Electives				2
	TOTAL				**56**
GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
+ENG 112	Argument-Based Research	3	0	0	3
+HUM115	Critical Thinking	3	0	0	3
*	Communication Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3

	TOTAL	**18**
OTHER COURSES REQUIRED		
*	Other Requirements	1
TOTAL CREDITS FOR AAS DEGREE		**75**

*Recommended Electives:

Other Major Electives:
OST 131, OST 136, OST 284, +WBL 111 and WBL 115, WBL 111 and WBL 121, +WBL 112

Communication Elective:
COM 120, +COM 231

Social/Behavioral Elective:
+POL 120, +POL 130

Natural Science/Math Elective:
+MAT 110, +MAT 143, +MAT 171

Other Requirements:
ACA 111, ACA 122

This program offers the following diploma option:
Paralegal Technology Diploma 40 credits

+ indicates courses included in diploma

Contact the program coordinator or department chair for specific requirements.

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.

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.

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
	TOTAL				**52**
GENERAL EDUCATION COURSES					
COM 231	Public Speaking	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
*	Social/Behavioral Science Elective				3
*	Math Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	**1**
TOTAL CREDITS FOR AAS DEGREE					**68**

*Recommended Electives:

Natural Science Elective:
BIO163 or BIO 168 and BIO 169

Social/Behavioral Science Elective:
PSY 150, SOC 210

Math Elective:
MAT 110, MAT 143

Application criteria include 2.5 GPA in general education and recommended courses for the program; Health Sciences Orientation Session or HSC 110 with a C or better.

Minimum prerequisites (must be completed or in progress at time program application is submitted) include BIO 163 or [BIO 168 & BIO 169] with a C or better; MAT 110 or MAT 143 with a C or better.

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 John Fogarty, M.D.

POLYSOMNOGRAPHY (C45650)

The Polysomnography curriculum prepares individuals, working in conjunction with physician, to perform and interpret sleep studies and to provide comprehensive clinica evaluations that are required for the diagnosis of sleep related disorders. *Individual entering the certificate curriculum must possess a minimum of an associate's degree i Allied Health.*

Students will acquire the knowledge and skills necessary to perform sleep studies including recording and interpreting events observed during sleep. Treatment of slee related disorders and patient education focused on healthy sleep habits will also b discussed.

Graduates of accredited programs may be eligible to take the registry examination give by the Board of Registered Polysomnographic Technologists. Employment opportunitie 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 CREDITS FOR CERTIFICATE					**18**

Application Criteria include minimum Associates degree in Cardiovascular Sonography Cardiovascular Technology, Electroneurodiagnostic Technology, Emergency Medica Science, Medical Assisting, Interventional Cardiac and Vascular Technology, Medica Sonography, Nuclear Medicine Technology, Nursing, Occupational Therapy Occupational Therapy Assistant, Physical Therapy, Physical Therapy Assistant Radiation Therapy Technology, Radiography, and/or Respiratory Therapy; 2.5 GPA CPR Healthcare Provider Certification by the AHA; Successful completion of colleg level anatomy and physiology (coursework equivalent to BIO 163 or BIO 168 and BI 169); Confirmed clinical placement (coordinated by program director).

Students making satisfactory progress should complete this program in three semesters.

The Polysomnography Program is accredited by the Commission on Accreditation o Allied Health Education Programs (CAAHEP) by recommendation of the Committee o 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 John Fogarty, M.D.

POSITRON EMISSION TOMOGRAPHY (D45820)

The Positron Emission Tomography curriculum prepares individuals, working i conjunction with PET Technologist, to perform related PET radiopharmacy, procedure and safety.

Students will acquire the knowledge and skills necessary to perform PET studie including the use of PET/CT and PET/CT fusion. Past, present and future PET issue and studies will also be discussed.

Graduates may be eligible to take the registry examination given by the Nuclea Medicine Technology Certification Board. Employment opportunities can be found i hospitals, freestanding PET centers and mobile PET companies.

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	Writing and Inquiry	3	0	0	3
*		Communication Elective				3
		TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA						**43**

*Recommended Electives:

Communication Elective:
COM 120, COM 231

This program offers the following certificate option:
Positron Emission Tomography Certificate 15 credits

+ indicates courses included in certificate

The Certificate does not include a clinical component. Contact the program director fc specific requirements.

Application criteria include minimum diploma with 2.5 GPA (plus credentials and required years of experience) in the following health sciences disciplines— nuclear medicine technology (RT(N) or CNMT, 0 years), radiography (RT-R, 5 years), and/or radiation therapy (RT(T), 2 years); Confirmed clinical placement (coordinated by program director). Evidence of CPR Healthcare Provider Certification by AHA is required prior to clinical rotations. Deadline for submission is August 1.

Minimum prerequisites (must be completed or in progress at time program application is submitted) include ENG 111 with a C or better; COM 120 or COM 231 with a C or better.

Students enrolled full-time and making satisfactory progress should complete this program in 3 semesters. Additional time may be needed to complete general education requirements.

RADIATION THERAPY TECHNOLOGY (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	Rad 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
	TOTAL				**37**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 171	Pre-Calculus Algebra	4	0	0	4
	TOTAL				**10**
TOTAL CREDITS FOR DIPLOMA					**47**

Application criteria include Associates degree in radiography from a JRCERT accredited program; 3.0 GPA in discipline related coursework; ARRT certification in Radiography or eligible to sit for the certification exam at the time of enrollment. If admitted as an eligible candidate, you must be ARRT certified in Radiography by the end of fall semester to continue in the program; CPR Healthcare Provider Certification by the AHA (submit by July 1).

Minimum prerequisites (not required to apply; must be completed by start of fall semester) include ENG 111 with a C or better; ENG 112 with a C or better; MAT 171 with a C or better.

Students enrolled full time and making satisfactory progress should complete their program in three semesters. Additional time may be needed to complete general education requirements.

This Radiation Therapy program is accredited by:

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.

RADIOGRAPHY (A45700)

The Radiography curriculum prepares the graduate to be a radiographer, a skilled healtl care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographi exposure, image processing, radiographic procedures, physics, pathology, patient car and management, radiation protection, quality assurance, anatomy and physiology, an radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry o Radiologic Technologists' national examination for certification and registration a 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 & 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	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				5
	TOTAL				**20**
OTHER REQUIRED COURSES					
ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **76**

*Recommended Electives:

Humanities/Fine Arts Elective:
HUM 115, PHI 240

Social/Behavioral Science Elective:
PSY 150, SOC 210

Natural Science/Math Elective:
BIO 163 or BIO 168 and BIO 169

Application criteria include 2.5 GPA in general education and recommended courses for the program; CPR Healthcare Provider Certification by the AHA (submit by July 1); Health Sciences Orientation Session or HSC 110 with a C or better.

Minimum prerequisites (must be completed or in progress at time program application is submitted) include BIO 163 or BIO 168 and BIO 169 with a C or better; MAT 143 with a C or better.

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

The medical advisor for this program is Rosemary Tulloh, M.D.

RECREATIONAL THERAPY ASSISTANT (A45150)

The recreational therapy assistant curriculum prepares individuals to plan, implement and document therapeutic recreation interventions, according to national standards o practice. The curriculum emphasizes the use of recreation as treatment designed t (re)habilitate a client's level of functioning and independence.

Course work includes facilitating adaptive, inclusive and universal activities (rope courses, creative arts, water sports, etc.) and leading or co-leading recreational therap sessions (social skills, team building, problem solving, leisure education etc.) for peopl with disabilities and their families.

Graduates should qualify for a LRTA license from the North Carolina Board fo Recreational Therapy Licensure. Employment opportunities include group homes retirement facilities, agencies serving people with developmental disabilities, psychiatri 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	270	Ment Retard/Dev Dis Lab	0	2	0	1
TRE	271	Thera Rec Geriatrics Lab	0	2	0	1
TRE	282	TRE Internship III Supervs	1	0	0	1
TRE	288	TRE Internship III	0	0	24	8
*		Other Major Electives				6
		TOTAL				**52**
GENERAL EDUCATION COURSES						
ENG	111	Writing and Inquiry	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
BIO	163	Basic Anatomy & Physiology	4	2	0	5
PSY	150	General Psychology	3	0	0	3
*		Communication Elective				3
		TOTAL				**17**

OTHER COURSES REQUIRED		
*	Other Requirements	1
TOTAL CREDITS FOR AAS DEGREE		**70**

*Recommended Electives:

Other Major Electives:
BIO 110, GRO 120, HEA 110, SAB 110, SAB 135, TRE 122

Communication Elective:
COM 231, ENG 112

Other Requirements:
ACA 111, ACA 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.

RESPIRATORY THERAPY (A45720)

The Respiratory Therapy curriculum prepares individuals to function as respirator therapists. In these roles, individuals perform diagnostic testing, treatments, an management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonar diseases. These skills include life support, monitoring, drug administration, an treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations fro the National Board of Respiratory Care. Therapy graduates may also take the Advance Practitioner examination. Graduates may be employed in hospitals, clinics, nursin 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 & 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 236	RCP Clinical Practice IV	0	0	18	6
	TOTAL				**53**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
COM 231	Public Speaking	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
*	Social/Behavioral Science Elective				3
*	Math Elective				3
*	Natural Science Elective				5
	TOTAL				**20**

OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					74

Recommended Electives:

Social/Behavioral Science Elective:
PSY 150, SOC 210

Math Elective:
MAT 110, MAT 143

Natural Science Elective:
BIO 163 or BIO 168 and BIO 169

Application criteria include 2.5 GPA in general education & recommended courses for the program; CPR Healthcare Provider Certification by the AHA (submit by July 1); Health Sciences Orientation Session or HSC 110 with a C or better.

Minimum prerequisites (must be completed or in progress at time program application is submitted) include BIO 163 or [BIO 168 & BIO 169] with a C or better; MAT 110 or MAT 143 with a C or better.

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
248 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 simulation and game development with practical applications in creative arts, visual ar audio/video technology, creative writing, modeling, design, programming a management.

Students will receive hands-on training in design, 3D modeling, software engineerir database administration and programming for the purpose of creating simulations a games.

Graduates should qualify for employment as designers, artists, animators, programme database administrators, testers, quality assurance analysts, engineers and administrat in the entertainment industry, the health care industry, engineering, forensics, educatic NASA and government agencies.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Cred Hou
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 159	SGD Production 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
WBL 110	World of Work	1	0	0	1
*	Focus Track				6
	TOTAL				**55**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
COM 231	Public Speaking	3	0	0	3
*	Humanities/Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**

OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**71**

Recommended Electives:

Focus Track (Select one):

Art Focus Track:	ART 121 and SGD 244
Design Focus Track:	CSC 134 and SGD 285
Focus Track 3:	CSC 151 and SGD 285

Humanities/ Fine Arts Elective:
ART 171, ENG 125, HUM 110, HUM 115, HUM 130, REL 110

Social/Behavioral Science Elective:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220

Natural Science/Math Elective:
MAT 121, MAT 143

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 ca settings to provide manipulation, methodical pressure, friction and kneading of the bo for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeu massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities include hospitals/rehabilitation centers, health departmen home health, medical offices, nursing homes, spas/health/sports clubs, and priva practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credi Hour
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	The 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	2	0	2
*	Required Subject Area				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	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
*	Humanities/Fine Arts Elective				3
	TOTAL				**17**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**69**

Recommended Electives:

Required Subject Area:
PSY 118, +PSY 150

Humanities/ Fine Arts 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's degree students who want experience in the healthcare setting. To enroll, students must complete an application process with the program director by November 1st.

This program offers the following diploma option:
Therapeutic Massage 40 credits

+indicates courses included in diploma

Contact the program director for specific requirements.

Application criteria include 2.0 GPA; Health Sciences Orientation Session or HSC 110 with a C or better.

Minimum prerequisites (must be completed or in progress at time program application is submitted): Placement out of or successful completion of DMA 010, DMA 020, DMA 030 and DMA 040 or MAT 070; Placement out of or successful completion of DRE 098 or ENG 095; Placement out of or successful completion of BIO 094.

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.

WEB TECHNOLOGIES (A25290)

The Web Technologies curriculum prepares graduates for careers in the informati technology arena using computers and distributed computing to disseminate and colle information via the web.

Course work in this program covers the terminology and use of computers, netwo devices, networks, servers, databases, applications, programming languages, as well web applications, site development and design. Studies will provide opportunity f students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, developers in the areas of web applications, websites, web services, and related areas distributed computing.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Cred Hour
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
SEC 110	Security Concepts	3	0	0	3
SGD 116	Graphic Design Tools	2	2	0	3
WBL 110	World of Work	1	0	0	1
+WEB 110	Internet/Web Fundamentals	2	2	0	3
+WEB 115	Web Markup and Scripting	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
*	Additional WEB Courses				9
*	NET Electives				3
*	Other Major Electives				6
	TOTAL				**52**
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
*	Natural Science/Math Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR AAS DEGREE					**68**

*Recommended Electives:

Additional WEB Courses:
WEB 120, WEB 125, WEB 289

NET Electives:
NET 110, NET 125

Other Major Electives:
CSC 134, CSC 139, CSC 151, WEB 180

Natural Science/Math Elective:
MAT 121, MAT 143

This program offers the following certificate option:
Web Design Certificate 18 credits

indicates courses included in certificate

Contact the program coordinator or department chair for specific requirements.

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.

WELDING TECHNOLOGY (A50420)

The Welding Technology curriculum provides students with a sound understanding of t science, technology, and applications essential for successful employment in the weldi and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutti processes. Courses may include math, print reading, metallurgy, welding inspection, a destructive and non-destructive testing providing the student with industry-standard ski developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-lev technicians in welding and metalworking industries. Career opportunities also exist construction, manufacturing, fabrication, sales, quality control, supervision, and weldin related self-employment.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credi Hour
MAJOR COURSES					
+BPR 111	Print Reading	1	2	0	2
+BPR 121	Blueprint Reading: Mechanical	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
+WLD110	Cutting Processes	1	3	0	2
+WLD115	SMAW (Stick) Plate	2	9	0	5
+WLD121	GMAW (MIG) FCAW/Plate	2	6	0	4
+WLD131	GTAW (TIG) Plate	2	6	0	4
+WLD141	Symbols and Specifications	2	2	0	3
*	Computer Elective				2
*	Mechanical Elective				2
*	Other Major Electives				20
*	Welding Elective				4
	TOTAL				**52**
GENERAL EDUCATION COURSES					
+ENG 111	Writing and Inquiry	3	0	0	3
*	Communication Elective				3
*	Humanities/ Fine Arts Elective				3
*	Social/Behavioral Science Elective				3
*	Natural Science/Math Elective				3
	TOTAL				**15**
OTHER COURSES REQUIRED					
*	Other Requirements				1
TOTAL CREDITS FOR AAS DEGREE					**68**

Recommended Electives:

Computer Elective:
CIS 110, CIS 111

Mechanical Elective:
MEC 142, MEC 172, MEC 180

Other Major Electives:
WBL 111, +WBL 112, +WBL 122, +WLD 116, +WLD 122, +WLD 132, +WLD 215, WLD 231, WLD 251, +WLD 262, WLD 265

Welding Elective:
WLD 151, +WLD 212, +WLD 221

Communication Elective:
COM 120, COM 231, ENG 112

Humanities/Fine Arts Elective:
ART 111, HUM 110, HUM 115, MUS 110

Social/Behavioral Science Elective:
ECO 251, HIS 131, HIS 132, PSY 118, PSY 150, SOC 210, SOC 213

Natural Science/Math Elective:
MAT 110, MAT 121

Other Requirements:
ACA 111, +ACA 122

This program offers the following diploma and certificate options:

Basic Welding Diploma	40 credits
Basic Welding Certificate	15 credits
Bio-Welding and Repair Certificate	12 credits
GMAW (MIG) Certificate	13 credits
GTAW (TIG) Certificate	13 credits
Intermediate Welding Certificate	16 credits
SMAW (Stick) Certificate	13 credits
Welding BPR/Testing	13 credits

+ indicates courses included in diploma and certificate

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.

UNIVERSITY TRANSFER

Associate in Arts (AA)
Associate in Fine Arts (AFA)
Associate in Science (AS)

Associate's Degree Programs:

The Associate in Arts (AA), Associate in Fine Arts (AFA), and Associate in Scienc (AS) degree programs are designed for the student who aspires to transfer to a four ye college or university. The completion of the AA, AFA, or AS degree fulfills the freshma and sophomore requirements and allows the student to claim junior status at the receivin four year institution.

The AA, AFA, and AS follow the curriculum standards instituted by the state of Nort Carolina through the Comprehensive Articulation Agreement (CAA). The CAA wa developed by the North Carolina Community College System and the University of Nort Carolina System in order to create a seamless transfer program within the North Carolin higher educational system. Courses in the programs of study are all approved transf courses and will transfer between the state colleges without question.

Any student entering Pitt Community College is required to take placement tests f English, Math, and Computer Skills. Exemptions from placement tests can be made b documentation of SAT or ACT scores: SAT 500 Math, Writing, or Critical Readin ACT 22 Reading, 18 English, 22 Math. If the student has taken an Asset, Compas Accuplacer/CPT test at another college within the last 3 years, the student may submit copy of the English/Math scores. *(For a complete list of placement test exemptions, se the college handbook under Placement Testing).*

NOTE: Transfer courses must receive a grade of C or better in order to be eligible f transfer acceptance. Students should be aware that many four year institutions prefer th the AA, AFA, or AS degree is completed and that the students have a 2.5 GPA or better.

ıcademic Advising:

ıdvising is one of the most critical components for student success at Pitt Community 'ollege. In order to ensure students follow their intended degree curriculum appropriately nd in a timely manner, Student Educational Planning (SEP) and regular contact with a ıculty academic advisor is crucial. Students learn how to create their student educational lan in the ACA 111 (College Student Success) or ACA 122 (College Transfer Success) ɔurse taken within the first 12 hours at PCC.

.ll new University Transfer and Associate in General Education students are assigned to ıe Arts & Sciences' Student Success Center for advising to help them select courses, ıswer questions about their program of study, set academic goals, and ensure they are :ady for registration (transfer students within 24+ credits from another institution are ssigned directly to an individual advisor). After successful completion of ACA 111 or CA 122 and achievement of a 2.0 or higher GPA, new students will be assigned an ıdividual advisor.

nce assigned an advisor, University Transfer and Associate in General Education udents should work with their advisor for appropriate course selection, degree ɔmpletion, eligibility for and intended Health Sciences Program, or transferring to a ɔllege or university.

ASSOCIATE IN ARTS (A10100)

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
*	Comm/Humanities/Fine Arts				9
*	Social/Behavioral Science				9
*	Mathematics				3
*	Natural Science				4
*	Local GenEd Requirements				14
	TOTAL				**45**
OTHER COURSES REQUIRED					
ACA 122	College Transfer Success				1
*	CAA Degree Plan				14
	TOTAL				**15**
TOTAL CREDITS FOR AA DEGREE					**60**

*Recommended Courses:

Comm/Humanities/Fine Arts (3 courses from 2 different disciplines):
ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, MUS 110, MUS 112, PHI 240

Social/Behavioral Science (3 courses from 2 different disciplines):
ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 21

Mathematics:
MAT 143, MAT 152, MAT 171

Natural Science:
AST 111 and AST 111A, BIO 110, GEL 111, PHY 110 and PHY 110A

Local GenEd Requirements (4 or 5 courses from 3 different disciplines):
ASL 111, ASL 112, BIO 140, BIO 140A, CHM 131, CHM 131A, CIS 110, COM 11
COM 120, COM 140, ENG 243, ENG 261, ENG 262, FRE 111, FRE 112, GEL 11
GEL 230, HUM 115, HUM 120, HUM 130, HUM 160, MAT 172, MAT 263, MAT 27
PHI 215, PSY 241, REL 110, SOC 213, SPA 111, SPA 112

CAA Degree Plan:
ACC 120, ACC 121, 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 260, ART 261, ART 262, ART 264, ART 265, ART 271, ART 275, ART 281, ART 282, ASL 181, ASL 182, ASL 211, ASL 281, AST 251, BIO 155, BIO 163, BIO 168, BIO 169, BIO 271, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, CHM 132, CIS 110, CIS 115, CJC 111, CJC 121, CJC 141, COM 150, 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, ENG 125, ENG 126, ENG 131, ENG 233, ENG 241, ENG 242, ENG 273, FRE 161, FRE 181, FRE 182, FRE 211, FRE 212, GEO 110, GEO 111, HEA 110, HIS 115, HIS 121, HIS 122, HIS 145, HIS 162, HIS 221, HUM 110, HUM 122, HUM 140, HUM 161, HUM 180, HUM 211, MUS 111, MUS 113, MUS 121, MUS 122, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 210, MUS 213, MUS 231, MUS 232, MUS 233, MUS 234, MUS 237, MUS 238, PED 110, PED 111, PED 113, PED 117, PED 118, PED 125, PED 128, PED 143, PED 144, PED 145, PED 146, PED 148, PED 150, PED 151, PED 210, PED 220, PHS 130, POL 130, PSY 281, REL 211, REL 212, SOC 220, SPA 141, SPA 161, SPA 181, SPA 182, SPA 211, SPA 212

ASSOCIATE IN FINE ARTS (A10200)

(Emphasis on visual arts)

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credi Hour
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
*	Behavioral Science				3
*	History				3
*	Humanities				3
*	Literature				3
*	Natural Science				4
*	Mathematics				3
*	Social Science				3
	TOTAL				2
MAJOR COURSES					
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II		3	0	0
ART 121	Two-Dimensional Design	0	6	0	3
ART 122	Three-Dimensional Design	0	6	0	3
ART 131	Drawing I	0	6	0	3
ART 214	Portfolio and Resume'	0	2	0	1
*	Other Major Electives				20
	TOTAL				**36**
OTHER COURSES REQUIRED					
ACA 122	College Transfer Success				1
TOTAL CREDITS FOR AFA DEGREE					**65**

*Recommended Courses:

Behavioral Science:
PSY 150, SOC 210

History:
HIS 111, HIS 112, HIS 131, HIS 132

Humanities/Fine Arts:
ASL 111, ASL 112, DRA 111, DRA 112, DRA 122, FRE 111, FRE 112, HUM 11
HUM 122, HUM 130, MUS 110, MUS 112, MUS 113, PHI 240, SPA 111, SPA 112

Literature:
ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262

Mathematics:
MAT 152, MAT 171

Natural Science:
AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 151, GEL 111, GEL 113, GEL 230, PHY 110 and PHY 110A, PHY 151, PHY 152

Social Science:
ECO 251, ECO 252, POL 120

Other Major Electives:
ART 113, ART 116, ART 117, ART 132, ART 135, ART 171, ART 212, ART 213, ART 222, 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 264, ART 265, ART 266, ART 267, ART 271, ART 275, ART 281, ART 282, ART 283, ART 284, ART 288, ASL 181, ASL 182, CIS 110, COM 231, 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.

ASSOCIATE IN SCIENCE (A10400)

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Cred Hou
GENERAL EDUCATION COURSES					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
*	Comm/Humanities/Fine Arts				6
*	Social/Behavioral Science				6
*	Mathematics				8
*	Natural Science				8
*	Local GenEd Requirements				1
	TOTAL				**4**
OTHER COURSES REQUIRED					
ACA 122	College Transfer Success				1
*	CAA Degree Plan				14
	TOTAL				**15**
TOTAL CREDITS FOR AS DEGREE					**60**

*Recommended Courses:

Comm/Humanities/Fine Arts (2 courses from 2 different disciplines):
ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, MUS 110, MUS 112, PHI 240

Social/Behavioral Science (2 courses from 2 different disciplines):
ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 2

Mathematics:
MAT 171, MAT 172, MAT 263, MAT 271

Natural Science:
AST 151 and AST 151A, BIO 110, BIO 111, BIO 112, GEL 111, CHM 151, CHM 152 PHY 110 and PHY 110A, PHY 151, PHY 251, PHY 252

Local GenEd Requirements:
ASL 111, ASL 112, AST 152, AST 152A, BIO 112, CIS 110, CIS 115, COM 110, CC 120, COM 140, ENG 243, ENG 261, ENG 262, FRE 111, FRE 112, GEL 113, GEL 2 HUM 115, HUM 120, HUM 130, HUM 160, MAT 272, MAT 273, PHI 215, PSY 2 REL 110, SOC 213, SPA 111, SPA 112

CAA Degree Plan:

ACC 120, ACC 121, 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 260, ART 261, ART 262, ART 264, ART 265, ART 271, ART 275, ART 281,ART 282, ASL 181, ASL 182, ASL 211, ASL 281, AST 152, AST 152A, AST 251, BIO 155, BIO 163, BIO 168, BIO 169, BIO 271, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, CHM 132, CHM 251, CHM 252, CJC 111, CJC 121, CJC 141, COM 150, 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, EGR 150, ENG 125, ENG 126, ENG 131, ENG 233, ENG 241, ENG 242, ENG 273, FRE 161, FRE 181, FRE 182, FRE 211, FRE 212, GEO 110, GEO 111, HEA 110, HIS 115, HIS 121, HIS 122, HIS 145, HIS 162, HIS 221, HUM 110, HUM 122, HUM 140, HUM 161, HUM 180, HUM 211, MAT 280, MAT 285, MUS 111, MUS 113, MUS 121, MUS 122, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 210, MUS 213, MUS 231, MUS 232, MUS 233, MUS 234, MUS 237, MUS 238, PED 110, PED 111, PED 113, PED 117, PED 118, PED 125, PED 128, PED 143, PED 144, PED 145, PED 146, PED 148, PED 150, PED 151, PED 210, PED 220, PHS 130, POL 130, REL 211, SOC 220, SPA 141, SPA 161, SPA 181, SPA 182, SPA 211, SPA 212

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.

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.

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					
ENG 111	Writing and Inquiry	3	0	0	3
*	Communication				3
*	Humanities/Fine Arts				3
*	Social/Behavioral Sciences				3
*	Natural Science/Mathematics				3
	TOTAL				**15**
MAJOR COURSES					
*	Major Electives				**48**
OTHER COURSES REQUIRED					
*	Other Requirements				**1**
TOTAL CREDITS FOR AGE DEGREE					**64**

*Recommended Courses:

Communication:
ENG 112, COM 110 COM 120, COM 140, COM 231

Humanities/Fine Arts:
ART 111, ART 114, ART 115, DRA 111, DRA 112, DRA 122, HUM 110, HUM 115, HUM 120, HUM 122, HUM 130, HUM 140, HUM 160, HUM 161, HUM 211, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, MUS 110, MUS 112, MUS 113, MUS 210, PHI 210, PHI 240, REL 110, REL 211, REL 212

Social/Behavioral Science:
ECO 251, ECO 252, GEO 110, GEO 111, HIS 111, HIS 112, HIS 115, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, POL 130, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Natural Science/Mathematics:
AST 111 and AST 111A, AST 151 and AST 151A, BIO 110, BIO 111, BIO 112, BIO 140 and BIO 140A, BIO 163, BIO 168, BIO 169, BIO 275, CHM 131, and CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, CIS 110, CIS 115, GEL 111, GEL 113, GEL 120, GEL 230, MAT 143, MAT 152, MAT 171, MAT 263, MAT 271, MAT 272, MAT 273, PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252

Major Electives
ACC 120, ACC 121, ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 132, ART 135, ART 171, ART 235, ART 245, ART 247, ART 264, ART 265, ART 271, ART 275, ART 281, ASL 111, ASL 112, ASL 181, 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 140 and BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, BUS 151, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, CIS 110, CIS 111, CIS 115, CJC 111, CJC 121, CJC 141, COM 110, COM 120, COM 140, COM 231, 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 112, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 161, FRE 181, FRE 182, FRE 211, FRE 212, GEL 111, GEL 113, GEL 120, GEL 230, GEO 110, GEO 111, 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 143, MAT 152, MAT 171, MAT 263, MAT 271, MAT 272, MAT 273, MED 118, MED 120, MED 121, MED 122, MED 180, MEI 232, MUS 110, MUS 111, MUS 112, MUS 113, MUS 133, MUS 134, MUS 141, MUS 142, MUS 210, OST 131, OST 136, OST 137, OST 148, OST 149, OST 164, OST 184, OST 281, OST 284, PED 110, PED 111, PED 113, PED 117, PED 118, PED 125, PEI 128, PED 130, PED 131, PED 139, PED 143, PED 144, PED 145, PED 146, PED 148, PED 150, PED 151, PED 210, PED 220, PHI 210, PHI 240, PHS 130, PHY 110 and PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252, 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

Other Requirements:
ACA 111, ACA 118, ACA 122

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).

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
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 Writing	2.50	1	0	3
DRE 097	Integrated Reading Writing II	2.50	1	0	3
DRE 098	Integrated Reading Writing III	2.50	1	0	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 001	Developmental Math Shell 1	0.75	0.50	0	1
DMS 003	Developmental Math Shell 3	2.25	1.5	0	3

OTHER REQUIREMENTS

ACA 090	Study Skills	3	0	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 nex level.

Students requiring two or more developmental courses must also take ACA 090 - Stud Skills.

COURSE PREFIX IDENTIFICATION

COURSE PREFIX IDENTIFICATION

DEPT	IDENTIFICATION	PA
ACA	ACADEMIC RELATED…	
ACC	ACCOUNTING…	
AHR	AIR CONDITIONING, HEATING, AND REFRIGERATION…	
ARC	ARCHITECTURE…	
ART	ART…	
ASL	AMERICAN SIGN LANGUAGE…	
AST	ASTRONOMY…	
ATR	AUTOMATION TRAINING…	
AUT	AUTOMOTIVE…	
BIO	BIOLOGY…	
BMT	BIOMEDICAL EQUIPMENT…	
BPM	BIOPROCESS MANUFACTURING TECHNOLOGY…	
BPR	BLUEPRINT READING…	
BTC	BIOTECHNOLOGY…	
BUS	BUSINESS…	
CAB	CABINETMAKING…	
CAR	CARPENTRY…	
CAT	COMPUTED TOMOGRAPHY…	
CET	COMPUTER ENGINEERING TECHNOLOGY…	
CHM	CHEMISTRY…	
CIS	INFORMATION SYSTEMS…	
CJC	CRIMINAL JUSTICE…	
COM	COMMUNICATION…	
CSC	COMPUTER SCIENCE…	
CST	CONSTRUCTION…	
CTS	COMPUTER INFORMATION TECHNOLOGY…	
CVS	CARDIOVASCULAR SONOGRAPHY…	
DBA	DATABASE MANAGEMENT TECHNOLOGY…	
DFT	DRAFTING…	
DMA	DEVELOPMENTAL MATHEMATICS…	
DMS	DEVELOPMENTAL MATH SHELL…	
DOS	MEDICAL DOSIMETRY…	
DRA	DRAMA…	
DRE	DEVELOPMENTAL READING/ENGLISH…	
ECO	ECONOMICS…	
EDU	EDUCATION…	
EGR	ENGINEERING…	
ELC	ELECTRICITY…	
ELN	ELECTRONICS…	
EMS	EMERGENCY MEDICAL SCIENCE…	
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ETR	ENTREPRENEURSHIP…	
FRE	FRENCH…	
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SON	SONOGRAPHY…	5
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SST	SUSTAINABILITY TECHNOLOGIES…	5
SWK	SOCIAL WORK…	5
TRE	THERAPEUTIC RECREATION…	5
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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 to provide students with skills and strategies to promote success in college, career, and life. Topics include the College's physical, academic, and social environment, promotes personal development, and cultivates learning strategies essential for student success. Upon completion, students should be able to manage their learning experiences to successfully meet educational and life goals. At Pitt Community College this course is required of students who place into two developmental courses. *This course is also available through the Virtual Learning Community (VLC).*

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 pre-major 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
Corequisites: None
Local Prereq: Take One: MAT 070, MAT 080, MAT 115, MAT 155, MAT 161, or MAT 175
OR
Take All: DMA-010, DMA-020, DMA-030, and DMA-040
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
Corequisites: None
Local Prereq: Take One: DRE 098, ENG 095, or ENG 111
AND
Take One: MAT 070, MAT 080, MAT 090, MAT 115, MAT 155, MAT 161, MAT 171, or MAT 175
OR
Take All: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050
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).*

		Class	Lab	Clin/ WExp	Credit Hours
ACC 122	PRIN OF FINANCIAL ACCT II	3	0	0	3

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
Corequisites: None
Local Prereq: Take One: DRE 098, ENG 095, or ENG 111
AND
Take One: MAT 070, MAT 080, MAT 090, MAT 115, MAT 155, MAT 161, MAT 171, or MAT 175
OR
Take All: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
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: Take One: 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: Take One: 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).*

		Class	Lab	Clin/ WExp	Credit Hours
ACC 220	INTERMEDIATE ACCOUNTING I	3	2	0	4

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
Local Prereq: Take One: AHR 111 or ELC 111

		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
Corequisites: None
Local Prereq: AHR 110
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: Take One: 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: AHR 111, 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	Cred Hou
AHR 133	HVAC SERVICING	2	6	0	4

Prerequisites: None
Corequisites: Take One: AHR 112 or AHR 113
Local Prereq: AHR 110
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: Take One: 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 in a professional manner, understand how the business operates, complete invoices, and handle complaints.

		Class	Lab	Clin/ WExp	Credit Hours
.HR 211	RESIDENTIAL SYSTEM DESIGN	2	2	0	3

rerequisites: None
'orequisites: None
ocal Prereq: Take All: DMA 010, DMA 020, and DMA 030
his course introduces the principles and concepts of conventional residential heating and ooling system design. Topics include heating and cooling load estimating, basic sychometrics, equipment selection, duct system selection, and system design. Upon ompletion, students should be able to design a basic residential heating and cooling ystem. There is a $7.50 lab fee for this course.

.HR 212	ADVANCED COMFORT SYSTEMS	2	6	0	4

rerequisites: AHR 114
orequisites: None
his course covers water-cooled comfort systems, water-source/geothermal heat pumps, id high efficiency heat pump systems including variable speed drives and controls. mphasis is placed on the application, installation, and servicing of water-source systems id the mechanical and electronic control components of advanced comfort systems. pon completion, students should be able to test, analyze, and troubleshoot water-cooled omfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. here is a $22.50 lab fee for this course.

'HR 213	HVACR BUILDING CODE	1	2	0	2

rerequisites: None
orequisites: None
his course covers the North Carolina codes that are applicable to the design and stallation of HVACR systems. Topics include current North Carolina codes as applied HVACR design, service, and installation. Upon completion, students should be able to monstrate the correct usage of North Carolina codes that apply to specific areas of the VACR trade.

HR 215	COMMERCIAL HVAC CONTROLS	1	3	0	2

erequisites: Take One: AHR 111, ELC 111, or ELC 112
orequisites: None
his course introduces HVAC control systems used in commercial applications. Topics clude electric/electronic control systems, pneumatic control systems, DDC temperature nsors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled vices. Upon completion, students should be able to verify or correct the performance common control systems with regard to sequence of operation and safety. There is a 1.25 lab fee for this course.

HR 240	HYDRONIC HEATING	1	3	0	2

erequisites: AHR 112
orequisites: None
his course covers the accepted procedures for proper design, installation, and balance of dronic heating systems for residential or commercial buildings. Topics include heating uipment; pump, terminal unit, and accessory selection; piping system selection and sign; and pipe sizing and troubleshooting. Upon completion, students should be able to

		Class	Lab	Clin/ WExp	Cre Ho

assist with the proper design, installation, and balance of typical hydronic systems. The 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.

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.

		Class	Lab	Clin/ WExp	Credit Hours
ARC 113	RESIDENTIAL ARCHITECTURAL TECHNOLOGY	1	6	0	3

Prerequisites: ARC 111
Corequisites: ARC 112
Local Prereq: ARC 114
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 114A	ARCHITECTURAL CAD LAB	0	3	0	1

Prerequisite: None
Corequisite: ARC 114
This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.

ARC 119	STRUCTURAL DRAFTING	2	2	0	3

Prerequisites: Take All: 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: Take One: 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.

		Class	Lab	Clin/ WExp	Cre Ho
ARC 133	CONSTRUCTION DOC ANALYSIS	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers the analysis of building construction drawings. Emphasis is placed o material identification, understanding construction details, and the relationships of building structural, mechanical, plumbing, and electrical systems. Upon completion, students should be able to analyze a set of construction drawings by identifying buildin construction materials and understanding construction details and engineering systems.

ARC 211	LIGHT CONSTR TECHNOLOGY	1	6	0	3

Prerequisites: ARC 111
Corequisites: ARC 112
Local Prereq: Take All: ARC 113 and ARC 131
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.

ARC 213	DESIGN PROJECT	2	6	0	4

Prerequisites: Take All: ARC 111, ARC 112 and ARC 114
Corequisites: None
Local Prereq: ARC 211
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 th course.

ARC 225	ARCHITECTURAL BIM I	1	3	0	2

Prerequisites: None
Corequisites: None
This course is an introduction to the fundamentals of Building Information Modeling (BIM) as a construction documentation system. Topics include the basic parametric modeling, creating new types and families of components, and using 3D models to crea design drawing. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models. There is a $11.25 lab fee for this course.

ARC 225A	ARCHITECTURAL BIM I LAB	0	3	0	1

Prerequisites: None
Corequisites: ARC 225
This course provides a laboratory setting to enhance architectural BIM skills. Emphasis is placed on further development of basic parametric modeling, creating new types and families of components. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

		Class	Lab	Clin/ WExp	Credit Hours
ARC 230	ENVIRONMENTAL SYSTEMS	3	3	0	4

Prerequisites: Take One Set:
Set 1: ARC 111 and MAT 121
Set 2: ARC 111 and MAT 171
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
Corequisites: None
Local Prereq: ARC 264
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 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.

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. This is a Universal General Education Transfer component (UGETC) course for AA/AS.*

		Class	Lab	Clin/ WExp	Cre Hou
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 pre-major 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). This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

ART 115	ART HISTORY SURVEY II	3	0	0	3

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). This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

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 humanities/fine arts.*

		Class	Lab	Clin/ WExp	Credit Hours
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 pre-major and/or elective course requirement.* There is a $22.50 lab fee for this course.

ART 122 3	THREE-DIMENSIONAL DESIGN	0	6	0	

Prerequisites: None
Corequisites: None
Local Prereq: ART 121
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 pre-major 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 pre-major 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 output images. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major 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 pre-major 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 pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
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 pre-major 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 pre-major 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 pre-major 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 pre-major and/or elective course requirement.* There is a $22.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Cred Hou
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 pre-major and/or elective course requirement.*

ART 240	PAINTING I	0	6	0	3

Prerequisites: None
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 pre-major 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 pre-major 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 pre-major 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.

		Class	Lab	Clin/ WExp	Credit Hours

This course has been approved to satisfy the Comprehensive Articulation Agreement for ransferability as a pre-major and/or elective course requirement. There is a $22.50 lab ee for this course.

ART 244 WATERCOLOR 0 6 0 3
Prerequisites: None
Corequisites: None
This course introduces basic methods and techniques used in watercolor. Emphasis is laced on application, materials, content, and individual expression. Upon completion, tudents should be able to demonstrate a variety of traditional and nontraditional concepts sed in watercolor media. *This course has been approved to satisfy the Comprehensive rticulation Agreement for transferability as a pre-major and/or elective course equirement.* 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 rass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small culptures, and utilitarian objects. Upon completion, students should be able to design nd produce small art objects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective ourse requirement.* There is a $22.50 lab fee for this course.

ART 246 METALS II 0 6 0 3
Prerequisites: ART 245
Corequisites: None
his course provides a continuation of metal design utilizing basic methods of casting nd other processes. Emphasis is placed on individualized design. Upon completion, udents should be able to design and produce expressive forms. *This course has been pproved to satisfy the Comprehensive Articulation Agreement for transferability as a re-major 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
his course introduces a basic understanding of the design and production of jewelry. mphasis is placed on concepts and techniques using metals and other materials. Upon ompletion, students should be able to demonstrate an ability to use appropriate methods create unique jewelry. *This course has been approved to satisfy the Comprehensive rticulation Agreement for transferability as a pre-major and/or elective course equirement.* There is a $22.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Cred Hou
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 th creation of individual designs that utilize a variety of techniques such as casting, cloisonné, and plique-a-jour. Upon completion, students should be able to create jewelr which demonstrates originality. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or electiv 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 an 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 pre-major 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 th creation of unique woven fabrics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or electiv 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 pre-major and/or elective course requirement.* There is a $22.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
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 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 pre-major 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 pre-major 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 pre-major 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 manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major 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 pre-major 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 pre-major 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 pre-major 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 vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major 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 pre-major and/or elective course requirement.* There is a $22.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
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 pre-major 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 Comprehensive Articulation Agreement for transferability as a pre-major 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 pre-major 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 pre-major and/or elective course requirement.* There is a $22.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Cred Hour
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 pre-major and/or elective course requirement.* There is a $22.50 lab fee for this course.

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*

		Class	Lab	Clin/ WExp	Credit Hours

Articulation Agreement for transferability as a pre-major 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
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 pre-major 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 pre-major and/or elective course requirement.* There is a $7.50 lab fee for this course.

ASTRONOMY

		Class	Lab	Clin/ WExp	Cred Hour
AST 111	DESCRIPTIVE ASTRONOMY	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 097 or ENG 095
OR
Appropriate placement test score
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 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. This is a Universal General Education Transfer Component (UGETC) course for AA.*

AST 111A	DESCRIPTIVE ASTRONOMY LAB	0	2	0	1

Prerequisites: None
Corequisites: AST 111
Local Prereq: Take One: DRE 097 or ENG 095
Or
Appropriate placement test score
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. This is a Universal General Education Transfer Component (UGETC) course for AA.*
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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

		Class	Lab	Clin/ WExp	Credit Hours
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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.* 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 knowledge of astronomy. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science.*

AST 152A 1	GENERAL ASTRONOMY II LAB	0	2	0	

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: Take One: 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 pre-major and/or elective course requirement.* There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Cred Hou

AUTOMATION TRAINING

ATR 218 WORK CELL INTEGRATION 2 3 0 3
Prerequisites: None
Corequisites: None
Local Prereq: ELC 128
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, 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 suppor manufacturing processes. There is a $7.50 lab fee for this course.

AUTOMOTIVE

AUT 114 SAFETY AND EMISSIONS 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brakes, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control device inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

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 abl to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

		Class	Lab	Clin/ WExp	Credit Hours
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 141	SUSPENSION & STEERING SYS	2	3	0	3

Prerequisites: None
Corequisites: None
Local Coreq: AUT 141A
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 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.

		Class	Lab	Clin/ WExp	Credit Hours
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

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 181	ENGINE PERFORMANCE 1	2	3	0	3

Prerequisites: None
Corequisites: None
Local Coreq: AUT 181A
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 drivability 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.

		Class	Lab	Clin/ WExp	Credit Hours
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 221	AUTO TRANSM/TRANSAXLES	2	3	0	3

Prerequisites: None
Corequisites: None
Local Coreq: AUT 221A
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 1	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
Local Coreq: AUT-231A
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, drive shafts, 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.

AUT 281	ADV ENGINE PERFORMANCE	2	2	0	3

Prerequisites: None
Corequisites: None
Local Prereq: AUT 181
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.

BIOLOGY

Enrollment in any biology course more than two times requires the written permission from the Science department chair.

For all biology courses, local prerequisites and local corequisites take precedent over state pre and corequisites.

BIO 094	CONCEPTS OF HUMAN BIOLOGY	3	2	0	4

Prerequisites: None
Corequisites: DRE 098
Local Prereq: Take One: DRE 098, ENG 095, ENG 111, or ENG 112
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 a $7.50 lab fee for this course.

BIO 110	PRINCIPLES OF BIOLOGY	3	3	0	4

Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 098, ENG 095, ENG 111, or ENG 112
AND
Take All: DMA 010, DMA 020, DMA 030, and DMA 040
OR
Take MAT 070
OR
Appropriate placement test score
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

		Class	Lab	Clin/ WExp	Credit Hours

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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.* There is a $11.25 lab fee for this course.

BIO 111	GENERAL BIOLOGY I	3	3	0	4

Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 098, ENG 095, ENG 111, or ENG 112
AND
Take All: DMA 010, DMA 020, DMA 030, and DMA 040
OR
Take MAT 070
OR
Appropriate placement test score

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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.* There is a $11.25 lab fee for this course.

BIO 112	GENERAL BIOLOGY II	3	3	0	4

Prerequisites: BIO 111
Corequisites: None
Local Prereq: Take BIO 111 with a grade of C or better

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. This is a Universal General Education Transfer Component (UGETC) course for AS.* There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
BIO 140	ENVIRONMENTAL BIOLOGY	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 098, ENG 095, ENG 111, or ENG 112
AND
Take All: DMA 010, DMA 020, DMA 030, and DMA 040
OR
Take MAT 070
Appropriate placement test score
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

Prerequisites: None
Corequisites: BIO 140
Local Prereq: Take One: DRE 098, ENG 095, ENG 111, or ENG 112
AND
Take All: DMA 010, DMA 020, DMA 030, and DMA 040
OR
Take MAT 070
OR
Appropriate placement test score
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 a $11.25 lab fee for this course.

BIO 155	NUTRITION	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Take One: BIO 110 or BIO 111
AND
Take One: BIO 163 or BIO 168
with a grade of C or better within the past ten years
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: Take One: DRE 098, ENG 095, ENG 111, or ENG 112
OR
Appropriate placement test score
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
Corequisites: None
Local Prereq: Placement into ENG 111 and DMA 050 or MAT 080
OR
Take BIO 094
AND
Take One: DRE 098 or ENG 095
AND
Take MAT 070
OR
Take All: DMA 010, DMA 020, DMA 030, and DMA 040
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 pre-major 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
Corequisites: None
Local Prereq: Placement into ENG 111 and DMA 050 or MAT 080
AND
Take BIO 094
AND
Take DRE 098 or ENG 095

		Class	Lab	Clin/ WExp	Credit Hours

AND
Take MAT 070
OR
Take All: DMA 010, DMA 020, DMA 030, and DMA 040

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 pre-major and/or elective course requirement.* There is a $11.25 lab fee for this course.

BIO 169 ANATOMY AND PHYSIOLOGY II 3 3 0 4
Prerequisites: BIO 168
Corequisites: None
Local Prereq: Take BIO 168 with a grade of C or better
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 pre-major and/or elective course requirement.* There is a $11.25 lab fee for this course.

BIO 250 GENETICS 3 4 0 4
Prerequisites: BIO 112
Corequisites: None
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* There is a $11.25 lab fee for this course.

BIO 271 PATHOPHYSIOLOGY 3 0 0 3
Prerequisites: Take One: BIO 163, BIO 166, or BIO 169
Corequisites: None
Local Prereq: Take One: BIO 163, BIO 166, or BIO 169
with a grade of C or better
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 pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
BIO 275	MICROBIOLOGY	3	3	0	4

Prerequisites: Take One: 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 pre-major and/or elective course requirement.* There is a $11.25 lab fee for this course.

BIO 280	BIOTECHNOLOGY	2	3	0	3

Prerequisites: Take One: 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 pre-major and/or elective course requirement.* There is a $11.25 lab fee for this course.

BIOMEDICAL EQUIPMENT

BMT 111	INTRO TO BIOMED FIELD	2	0	0	2

Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of the health care delivery system. Topics include hospital organization and structure, BMET duties and responsibilities, and the professional and social interrelationships between services. Upon completion, students should be able to demonstrate an understanding of hospital organization as related to BMET duties.

BMT 112	HOSPITAL SAFETY STANDARDS	2	2	0	3

Prerequisites: None
Corequisites: None
This course covers national, state, and local standards pertaining to hospital safety. Topics include electrical safety, gas safety, SMDA reporting, and JCAHO and FPA compliance. Upon completion, students should be able to conduct PM and safety inspections in compliance with safety regulations.

BIOPROCESS MANUFACTURING TECHNOLOGY

BPM 110	BIOPROCESS PRACTICES	3	4	0	5

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

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: Take One: BPR 111 or MAC 131
Corequisites: None
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.

BPR 135	Schematics & Diagrams	2	0	0	2

Prerequisites: None
Corequisites: None
This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

BIOTECHNOLOGY

BTC 181	BASIC LAB TECHNIQUES	3	3	0	4

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: Take One: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, or MAT 175
OR
Take All: DMA 010, DMA 020, DMA 030, and DMA 040

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: Take One Set:
Set 1: BTC 181 and BTC 250
Set 2: BTC 181 and BIO 250
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: 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
Corequisites: None

		Class	Lab	Clin/ WExp	Cred Hour

Local Prereq: Take BTC 181 with a grade of C or better
This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centrifugation, 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: Take One: BIO 175 or BIO 275
Corequisites: None
Local Prereq: Take BTC 181 with a grade of C or better
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
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 287	ADV MOLECULAR TECHNIQUES	2	6	0	4

Prerequisites: Take One Set:
Set 1: BIO 175 and BIO 250
Set 2: BIO 175 and BTC 250
Set 3: BIO 275 and BIO 250
Set 4: BIO 275 and BTC 250
Corequisites: None
This course provides students with experience in molecular techniques employing modern procedures, equipment, and technology. Topics include cloning, sequencing and analysis of DNA samples, PCR/qPCR/RT-PCR, DNA typing (STR analysis), microarrays, and bioinformatics applications. Upon completion, students should be able to discuss and perform advanced genetic, biochemical, and bioinformatic procedures using reagents and equipment according to prescribed protocols.

BTC 288	BIOTECH LAB EXPERIENCE	0	6	0	2

	Class	Lab	Clin/ WExp	Credit Hours

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 student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 121 BUSINESS MATH 2 2 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, or MAT 175
OR
Take All: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
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.

		Class	Lab	Clin/ WExp	Cred Hou
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 place 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 Virtu Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or electiv course requirement.*

BUS 151 PEOPLE SKILLS 3 0 0 3
Prerequisites: None
Corequisites: None
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 a 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.

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: Take All: ACC 120, BUS 110, ECO 251, and MKT 120
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).*

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
Corequisites: None
Local Prereq: Take All: ACC 120 and BUS 110
This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive

		Class	Lab	Clin/ WExp	Cred Hou

business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upo 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
Corequisites: None
Local Prereq: ENG 111
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. Topics include labor laws and unfair labor practices, the role of the NLRB, organization 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 th 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 o 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 RECRUIT SELECT & PER PLAN 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).*

		Class	Lab	Clin/ WExp	Credit Hours
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: Take All: 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. 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: Take One: ENG-110 or 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

		Class	Lab	Clin/ WExp	Cred Hou

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 mill working. 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.

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

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
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
Corequisites: CAT 210
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
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
Corequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
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
Corequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program.
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

		Class	Lab	Clin/ WExp	Cred Hou

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
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
Corequisites: None
Local Prereq: CET 111 or CTS 120
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.

		Class	Lab	Clin/ WExp	Credit Hours

CHEMISTRY

Enrollment in any chemistry course more than two times requires the written permission from the Science Department chair.

For all chemistry courses local prerequisites and local corequisites take precedent over state pre and corequisites.

CHM 094 BASIC BIOLOGICAL CHEMISTRY 3 2 0 4

Prerequisites: Take One: DMA 040, MAT 060, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: Take One: MAT 070 or DMA 040

Local Prereq: Take One: DRE 098, ENG 095, ENG 111, or ENG 112
AND
Take One: MAT 070, MAT 080, MAT 090, MAT 095, MAT 110, MAT 115, MAT 155, or MAT 161
OR
Take ALL: DMA 010, DMA 020, DMA 030, and DMA 040
OR
Appropriate placement test score

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.

CHM 131 INTRODUCTION TO CHEMISTRY 3 0 0 3

Prerequisites: None

Corequisites: None

Local Prereq: Take One: DRE 098, ENG 095, ENG 111, ENG 112
AND
Take All: DMA 010, DMA 020, DMA 030, and DMA 040
OR
Take One: MAT 070, MAT 080, MAT 090, MAT 095, MAT 155, or MAT 161
OR
Appropriate placement test score

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

		Class	Lab	Clin/ WExp	Cred Hour

Prerequisites: None
Corequisites: CHM 131
Local Prereq: Take One: DRE 098, ENG 095, ENG 111, ENG 112
AND
Take All: DMA 010, DMA 020, DMA 030, and DMA 040
OR
Take One: MAT 070, MAT 080, MAT 090, MAT 095, MAT 155, or MAT 161
OR
Appropriate placement test score

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 a $11.25 lab fee for this course.

CHM 132 ORGANIC AND BIOCHEMISTRY 3 3 0 4
Prerequisites: Take One Set:
Set 1: CHM 131 and CHM 131A
Set 2: CHM 151
Corequisites: None
Local Prereq: Take One Set:
Set 1: CHM 131 and CHM 131A
Set 2: CHM 151
with a grade of C or better

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC). At PCC, emphasis is placed on applications to health and environmental issues.* There is a $11.25 lab fee for this course.

CHM 151 GENERAL CHEMISTRY I 3 3 0 4
Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 098, ENG 095, ENG 111, ENG 112
AND
Take All: DMA 010, DMA 020, DMA 030, and DMA 040
OR
Take One: MAT 070, MAT 080, MAT 090, MAT 095, MAT 155, MAT 161, MAT 175, or MAT 271
OR
Appropriate placement test score

		Class	Lab	Clin/ WExp	Credit Hours

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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.* There is a $11.25 lab fee for this course

CHM 152 GENERAL CHEMISTRY II 3 3 0 4
Prerequisites: CHM 151
Corequisites: None
Local Prereq: Take CHM 151 with a grade of C or better
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. This is a Universal General Education Transfer Component (UGETC) course for AS.* There is a $11.25 lab fee for this course.

CHM 251 ORGANIC CHEMISTRY I 3 3 0 4
Prerequisites: CHM 152
Corequisites: None
Local Prereq: Take CHM 152 with a grade of C or better
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 pre-major and/or elective course requirement.* There is a $11.25 lab fee for this course.

CHM 252 ORGANIC CHEMISTRY II 3 3 0 4
Prerequisites: CHM 251
Corequisites: None
Local Prereq: Take CHM 251 with a grade of C or better
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 cours has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* There is a $11.25 lab fee for this course.

INFORMATION SYSTEMS

CIS 070 FUNDAMENTALS OF COMPUTING 0 2 0 1
Prerequisites: None
Corequisites: None
Local Prereq: Appropriate placement test score
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 $7.5 lab fee for this course.

CIS 110 INTRODUCTION TO COMPUTERS 2 2 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take CIS 070 or appropriate placement test score
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 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
Corequisites: None
Local Prereq: Take CIS 070 or appropriate placement test score
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: Take One Set:
Set 1: DMA 040

Set 2: MAT 121
Set 3: MAT 171
Corequisites: None
Local Prereq: Take DMA 040 or higher
AND
Take CIS 070 or appropriate placement test score
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 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 includ an overview of the juvenile justice system, treatment and prevention programs, special 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 t 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 digit photography, image storage and retrieval in criminal investigations.

CJC 116 INTRODUCTION TO INFORMATION SECURITY 3 0 0 3
Prerequisites: Take One: 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 informatio 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

		Class	Lab	Clin/ WExp	Credit Hours

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.*

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.*

		Class	Lab	Clin/ WExp	Cred Hour
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, 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 o 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 relatec 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.

		Class	Lab	Clin/ WExp	Credit Hours
CJC 216	COMPUTER SYSTEM SECURITY INVESTIGATION	3	0	0	3

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	Cred Hou
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-solvin 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 amendment 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

		Class	Lab	Clin/ WExp	Credit Hours

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.*

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 English composition. 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 English composition. 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 Hour

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 pre-major and/or elective course requirement. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

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 pre-major 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 English composition. This course is also available through the Virtual Learning Community (VLC). This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

		Class	Lab	Clin/ WExp	Credit Hours

COMPUTER SCIENCE

CSC 134 C++ PROGRAMMING 2 3 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One: CIS 115, MAT 172, or SGD 113
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 a $11.25 lab fee for this course.

CSC 139 VISUAL BASIC PROGRAMMING 2 3 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One: CIS-115, MAT-172, or SGD-113
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 pre-major and/or elective course requirement.* There is a $11.25 lab fee for this course.

CSC 151 JAVA PROGRAMMING 2 3 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One: CIS-115, MAT-172, or SGD-113
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 satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* There is a $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 a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hour

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 pre-major and/or elective course requirement.* There is a $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 a $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: MAT 121 or MAT 171
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

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 Set:
Set 1: MAT-121 and ARC-112
Set 2: MAT-121 and CAR-112
Set 3: MAT-121 and CST-112
Set 4: MAT-171 and ARC-112
Set 5: MAT-171 and CAR-112
Set 6: MAT-171 and CST-112
Corequisite: None
Local Prereq: Take One: MAT 115, MAT 120, MAT 161, or MAT 175
AND
Take One: ARC 112, CAR 112, or CST 112
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: BPR 130, MAT 121, or MAT 171
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.

COMPUTER INFORMATION TECHNOLOGY

CTS 115	INFO SYS BUSINESS CONCEPTS	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: CIS 110
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*

		Class	Lab	Clin/ WExp	Credit Hours

satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement

CTS 120 HARDWARE/SOFTWARE SUPPORT 2 3 0 3
Prerequisites: None
Corequisites: None
Local Prereq: CIS 110
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: CIS 110, CIS 111, or OST 137
Corequisites: None
Local Prereq: CIS 110
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
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 a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
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
Corequisites: None
Local Prereq: CTS 115
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 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
Corequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program
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
Corequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program
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
Corequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program
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
Corequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program
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 260 CVS Clinical Ed IV 0 0 24 8
Prerequisites: CVS 162
Corequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program
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.

CVS 261 CVS Clinical Ed V 0 0 24 8
Prerequisites: CVS 260
Corequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program

		Class	Lab	Clin/ WExp	Credit Hours

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.

CVS 277 CARDIOVASCULAR TOPICS 2 0 0 2
Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in Cardiovascular Sonography/Echocardiography program
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
Corequisites: None
Local Prereq: CIS 110
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
Corequisites: None
Local Prereq: DBA 110
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 111 TECHNICAL DRAFTING I 1 3 0 2
Prerequisites: None
Corequisites: None
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 151 CAD I 2 3 0 3

		Class	Lab	Clin/ WExp	Credit Hours

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 a $11.25 lab fee for this course.

DFT 153 CAD III 2 3 0 3
Prerequisites: None
Corequisites: None
Local Prereq: DFT 152
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.

DEVELOPMENTAL MATHEMATICS

DMA 010 OPERATIONS WITH INTEGERS 0.75 0.50 0 1
Prerequisites: None
Corequisites: None
Local Prereq: MAT 050
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: Take All: DMA 010 and DMA 020
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

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 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 060, and MAT 060
Set 3: DMA 060, MAT 060, and MAT 070
Set 4: DMA 010, DMA 020, DMA 030, DMA 060, and MAT 070

		Class	Lab	Clin/ WExp	Credit Hours

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
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.

DEVELOPMENTAL MATH SHELL

DMS 001 DEVELOPMENTAL MATH SHELL 1 0.75 0.5 0 1
Prerequisites: None
Corequisites: None
This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module 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.

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

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program
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
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program
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 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
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program
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
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program
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 15 5
Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program

		Class	Lab	Clin/ WExp	Cre Ho

This course provides an experiential opportunity for the student to observe and participa 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
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program
This course provides an experiential opportunity for the student to observe and participa in increasingly complicated procedures. Topics include clinical rotations for all aspects of external beam treatment planning, including more complicated procedures such as IMRT and IGRT. Upon completion, students should be able to demonstrate competenc by the completion of clinical objectives.

DOS 242 CLINICAL EDUCATION III 0 0 24 8
Prerequisites: DOS 241
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program
This course provides an experiential opportunity for the student to observe and participa 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
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program
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: Take All: DOS 210 and DOS 220
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program
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.

		Class	Lab	Clin/ WExp	Credit Hours
)OS 260	BRACHYTHERAPY PLANNING	2	3	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program
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 adioactivity and radioactive decay, characteristics of linear and point radioactive ources, implant systems, calculational methods, implant equipment, and localization. Jpon completion, students should be able to distinguish among the various types and lesigns of implants, and calculate isodose distributions.

)OS 270	MEDICAL DOSIMETRY CAPSTONE	2	0	0	2

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in Medical Dosimetry program
This course provides a comprehensive review in preparation for national certification. Emphasis is placed on critical thinking and integration of didactic and clinical omponents. Upon completion, students should be able to demonstrate equired of any entry-level dosimetrist.

)RAMA

)RA 111	THEATRE APPRECIATION	3	0	0	3

rerequisites: None
orequisites: None
his course provides a study of the art, craft, and business of the theatre. Emphasis is laced on the audience's appreciation of the work of the playwright, director, actor, esigner, producer, and critic. Upon completion, students should be able to demonstrate vocabulary of theatre terms and to recognize the contributions of various theatre artists. *his course has been approved to satisfy the Comprehensive Articulation Agreement eneral education core requirement in humanities/fine arts.*

)RA 112	LITERATURE OF THE THEATRE	3	0	0	3

rerequisites: None
orequisites: None
his course provides a survey of dramatic works from the classical Greek through the resent. Emphasis is placed on the language of drama, critical theory, and background as ell as on play reading and analysis. Upon completion, students should be able to ticulate, orally and in writing, their appreciation and understanding of dramatic works. *his course has been approved to satisfy the Comprehensive Articulation Agreement eneral education core requirement in humanities/fine arts.*

RA 122	ORAL INTERPRETATION	3	0	0	3

rerequisites: None
orequisites: None

		Class	Lab	Clin/ WExp	Cr Ho

This course introduces the dramatistic study of literature through performance. Empha 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 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 pre-major 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. *Th course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* There is a $22.50 lat 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 place 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 pre-major and/or elective course requirement.* There is a $22.50 lat 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 pre-major 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

		Class	Lab	Clin/ WExp	Credit Hours

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 pre-major and/or elective course requirement.* There is a $15.00 lab fee for this course.

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 pre-major 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 pre-major 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

		Class	Lab	Clin/ WExp	Cr Ho

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 l 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 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
Corequisites: None
Local Prereq: Take One: DMA 050 or MAT 070
This course introduces economic analysis of individual, business, and industry choices 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 social/behavioral sciences. This is a Universal General Education Transfer Componen (UGETC) course for AA/AS.*

ECO 252 PRINCIPLES OF MACROECONOMICS 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: ECO 251
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 o economic thought; aggregate supply and demand; economic measures, fluctuations, anc 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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

		Class	Lab	Clin/ WExp	Credit Hours

EDUCATION

EDU 119 INTRO TO EARLY CHILD EDUC 4 0 0 4

Prerequisites: None
Corequisites: None
This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans. *This course is also available through the Virtual Learning Community (VLC).*

EDU 131 CHILD, FAMILY, & COMMUN 3 0 0 3

Prerequisites: None
Corequisites: DRE 097
Local Prereq: DRE 097
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: None
Corequisites: DRE 097
Local Prereq: DRE 097
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).*

EDU 145 CHILD DEVELOPMENT II 3 0 0 3

Prerequisites: None
Corequisites: DRE 097
Local Prereq: DRE 097

		Class	Lab	Clin/ WExp	Cre Ho

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 throug the Virtual Learning Community (VLC)*

EDU 146 CHILD GUIDANCE 3 0 0 3
Prerequisites: None
Corequisites: DRE 097
Local Prereq: DRE 097
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 sel 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).*

EDU 151 CREATIVE ACTIVITIES 3 0 0 3
Prerequisites: None
Corequisites: DRE 097
Local Prereq: DRE 097
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, musi 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: None
Corequisites: Take All: DRE 097 and EDU 151
Local Prereq: DRE 097
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upo 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

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: DRE 097
Local Prereq: DRE 097
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: None
Corequisites: Take All: DRE 097 and EDU 153
Local Prereq: DRE 097
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: EDU 119
Corequisites: DRE 097
Local Prereq: Take All: DRE 098, EDU 144, EDU 145, EDU 146, and EDU 151
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: None
Corequisites: DRE 098
Local Prereq: DRE 098
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 is also available through the Virtual Learning Community (VLC).*

EDU 221 CHILDREN WITH EXCEPTIONAL 3 0 0 3
Prerequisites: Take One Set:

		Class	Lab	Clin/ WExp	Cre Hou
	Set 1: EDU 144 and EDU 145				
	Set 2: PSY 244 and PSY 245				

Corequisites: DRE 098
Local Prereq: Take All: DRE 098, EDU 144, and EDU 145
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of chil 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 is also available through the Virtual Learning Community (VLC).*

EDU 234	INFANTS, TODDLERS, & TWOS	3	0	0	3

Prerequisites: EDU 119
Corequisites: DRE 098
Local Prereq: DRE 098
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: None
Corequisites: DRE 098
Local Prereq: DRE 098
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: None
Corequisites: DRE 098
Local Prereq: DRE 098
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 pla appropriate experiences for children.

EDU 251A	EXPLORATION ACT LAB	0	2	0	1

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: Take All: DRE 098 and EDU 251
Local Prereq: DRE 098
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: EDU 119
Corequisites: DRE 098
Local Prereq: DRE 098
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: None
Corequisites: Take All: DRE 098 and EDU 119
Local Prereq: DRE 098
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: EDU 261
Corequisites: Take All: DRE 098 and EDU 119
Local Prereq: DRE 098
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include 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

		Class	Lab	Clin/ WExp	Cred Hou

Prerequisites: None
Corequisites: DRE 098
Local Prereq: DRE 098
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: None
Corequisites: DRE 098
Local Prereq: DRE 098
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experience 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 Learnin Community (VLC).*

EDU 284 EARLY CHILD CAPSTONE PRAC 1 9 0 4
Prerequisites: Take One Set:
Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151
Set 3: EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151
Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151
Corequisites: DRE 098
Local Prereq: DRE 098
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 activitie and environments for all children; supporting/involving families; and modeling reflectiv 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

		Class	Lab	Clin/ WExp	Credit Hours

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
Local Coreq: ACA 122
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 pre-major and/or elective course requirement.*

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 pre-major 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

		Class	Lab	Clin/ WExp	Cred Hou

involved in a dynamic system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

EGR 250 STATICS/STRENGTH OF MATER 4 3 0 5
Prerequisites: Take One: MAT 121 or MAT 171
Corequisites: None
Local Prereq: MAT 172
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, student should be able to analyze simple structures.

EGR 285 DESIGN PROJECT 0 4 0 2
Prerequisites: None
Corequisites: None
Local Prereq: Take All: DFT 151 and DFT 152
This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, an documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

		Class	Lab	Clin/ WExp	Credit Hours

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; 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

		Class	Lab	Clin/ WExp	Cred Hou

completion, students should be able to install industrial systems and equipment. There i 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 c 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. 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

		Class	Lab	Clin/ WExp	Credit Hours
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
Corequisites: None
Local Prereq: Take One: DMA 040, MAT 060, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, or MAT 175
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.

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

		Class	Lab	Clin/ WExp	Credi Hour

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. There is a $22.50 lab fee for this course.

ELECTRONICS

ELN 131 ANALOG ELECTRONICS I 3 3 0 4
Prerequisites: None
Corequisites: None
Local Prereq: Take One: ELC 112 or ELC 131
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
Corequisites: None
Local Prereq: ELC 131
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

		Class	Lab	Clin/ WExp	Credit Hours

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.

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
Corequisites: None
Local Prereq: ELN 133
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.

		Class	Lab	Clin/ WExp	Credit Hour

EMERGENCY MEDICAL SCIENCE

EMS 110 EMT 6 6 0 8
Prerequisites: None
Corequisites: None
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 122 EMS CLINICAL PRACTICUM I 0 0 3 1
Prerequisites: EMS-110
Corequisites: EMS-130
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

EMS 125 EMS INSTRUCTOR METHODOLOGY 1 2 0 2
Prerequisites: None
Corequisites: None
This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

EMS 130 PHARMACOLOGY 3 3 0 4
Prerequisites: EMS 110
Corequisites: EMS 122
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 ADVANCED AIRWAY MANAGEMENT 1 2 0 2
Prerequisites: EMS 110
Corequisites: None
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

		Class	Lab	Clin/ WExp	Credit Hours
EMS 140	RESCUE SCENE MANAGEMENT	1	3	0	2

Prerequisites: None
Corequisites: None
This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 150	EMERGENCY VEHICLES & EMS COMM	1	3	0	2

Prerequisites: None
Corequisites: None
This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

EMS 160	CARDIOLOGY I	1	3	0	2

Prerequisites: EMS 110
Corequisites: None
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

EMS 220	CARDIOLOGY II	2	3	0	3

Prerequisites: Take All: EMS 122, EMS 130, and EMS 160
Corequisites: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

EMS 221	EMS CLINICAL PRACTICUM II	0	0	6	2

Prerequisites: Take All: EMS 122 and EMS 130
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231	EMS CLINICAL PRACT III	0	0	9	3

Prerequisites: Take All: EMS 130 and EMS 221
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 240 PATIENTS W/SPECIAL CHALLENGES 1 2 0 2
Prerequisites: Take All: EMS 122 and EMS 130
Corequisites: None
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 EMS CLINICAL PRACTICUM IV 0 0 12 4
Prerequisites: Take All: EMS 130 and EMS 231
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 MEDICAL EMERGENCIES 3 3 0 4
Prerequisites: Take All: EMS 122 and EMS 130
Corequisites: None
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 TRAUMA EMERGENCIES 1 3 0 2
Prerequisites: Take All: EMS 122 and EMS 130
Corequisites: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 LIFE SPAN EMERGENCIES 2 3 0 3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: Take All: EMS 122 and EMS 130
Corequisites: None
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 280	EMS BRIDGING COURSE	2	2	0	3

Prerequisites: None
Corequisites: None
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills.

EMS 285	EMS CAPSTONE	1	3	0	2

Prerequisites: Take All: EMS 220, EMS 250, and EMS 260
Corequisites: None
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENGLISH

ENG 111	WRITING AND INQUIRY	3	0	0	3

Prerequisites: Take 1 Set:
Set 1: ENG 090 RED 090
Set 2: ENG 095
Set 3: DRE 098
Corequisites: None
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, 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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

ENG 112	WRITING/RESEARCH IN THE DISC	3	0	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

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 pre-major 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 pre-major and/or elective course requirement.*

ENG 131 INTRODUCTION TO LITERATURE 3 0 0 3
Prerequisites: ENG 111
Corequisites: Take One: 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 Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

ENG 231 AMERICAN LITERATURE I 3 0 0 3
Prerequisites: Take One: 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). This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

ENG 232 AMERICAN LITERATURE II 3 0 0 3
Prerequisites: Take One: 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 the Virtual Learning Community (VLC). This course has been designated a Writing Intensive course. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

ENG 233 MAJOR AMERICAN WRITERS 3 0 0 3
Prerequisites: Take One: 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 241 BRITISH LITERATURE I 3 0 0 3
Prerequisites: Take One: 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: 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 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: 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 261 WORLD LITERATURE I 3 0 0 3
Prerequisites: Take One: 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: 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 273 AFRICAN-AMERICAN LITERATURE 3 0 0 3
Prerequisites: Take One: 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).*

		Class	Lab	Clin/ WExp	Credit Hours

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
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 startup 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 startup 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 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 Coreq: 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 Coreq: 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 111 GEOLOGY 3 2 0 4
Prerequisites: None
Corequisites: None
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the*

		Class	Lab	Clin/ WExp	Credit Hours

Comprehensive Articulation Agreement general education core requirement in natural science. This is a Universal General Education Transfer Component (UGETC) course for AA/AS. There is a $7.50 lab fee for this course.

GEL 113 HISTORICAL GEOLOGY 3 2 0 4
Prerequisites: Take One: 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 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 science.* There is a $7.50 lab fee for this course.

GEL 230 ENVIRONMENTAL GEOLOGY 3 2 0 4
Prerequisites: Take One: 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 science.* 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*

		Class	Lab	Clin/ WExp	Credit Hours

been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

GEO 111	WORLD REGIONAL GEOGRAPHY	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095
OR
Appropriate reading placement test score
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).*

GRAPHIC ARTS

GRA 255	IMAGE MANIPULATION I	1	3	0	2

Prerequisites: Take One: GRA 151 or GRD 151
Corequisite: None
This course covers applications associated with electronic image manipulation, including color correction, color separation, special effects, and image conversion. Topics include image-capturing hardware, image-processing software, and output options. Upon completion, students should be able to utilize hardware and software to acquire, manipulate, and output images to satisfy design and production.

GRA 256	IMAGE MANIPULATION II	1	3	0	2

Prerequisites: Take GRA 255
Corequisites: None
This course covers electronic color separation and its relationship to multi-color printing. Topics include color theory, separation, color matching, proofing, and output of process and spot color images. Upon completion, students should be able to use hardware and image processing software to produce color separations and proofs for various printing processes.

GRAPHIC DESIGN

GRD 110	TYPOGRAPHY I	2	2	0	3

Prerequisites: None
Corequisites: None
Local Coreq: GRD 151

		Class	Lab	Clin/ WExp	Credit Hours

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
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 131 ILLUSTRATION I 1 3 0 2
Prerequisites: Take One: 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: 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,

		Class	Lab	Clin/ WExp	Credit Hours

students should be able to effectively apply design principles and visual elements to projects. There is a $15.00 lab fee for this course.

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 a $11.25 lab fee for this course.

GRD 157	COMPUTER DESIGN APPS II	0	3	0	1

Prerequisites: None
Corequisites: GRD 152
This course is designed to provide additional hands-on training with computer software applications. Emphasis is placed on utilizing appropriate computer applications to create and develop intermediate graphic designs. Upon completion, students should be able to produce intermediate graphic design projects using the computer.

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

		Class	Lab	Clin/ WExp	Credit Hour

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.

GRD 167 PHOTOGRAPHIC IMAGING I 1 4 0 3
Prerequisite: None
Corequisite: None
This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality.

GRD 168 PHOTOGRAPHIC IMAGING II 1 4 0 3
Prerequisite: Take GRD 167
Corequisite: None
This courses introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints.

GRD 188 GRAPHIC DESIGN FOR WEB I 2 3 0 3
Prerequisite: Take GRD 141
Corequisite: None
This course introduces the application of graphic design principles to web sites and graphics for web/mobile device delivery. Emphasis is placed on the visual communication and presentation principles applied to web sites, including page layout, typography, color theory, navigation, responsive design, and image optimization. Upon completion, students should be able to apply the principles of design in the creation of full and mobile websites.

GRD 241 GRAPHIC DESIGN III 2 4 0 4
Prerequisites: Take One: 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

		Class	Lab	Clin/ WExp	Credit Hours

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 249	ADVANCED DESIGN PRACTICE	1	9	0	4

Prerequisites: GRD 241
Corequisites: None
This course covers advanced techniques used in graphic design. Emphasis is placed on providing solutions to complex design problems. Upon completion, students should be able to demonstrate advanced levels of competence and professionalism in visual problem solving.

GRD 265	DIGITAL PRINT PRODUCTION	1	4	0	3

Prerequisites: Take One: 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: Take One: 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 audio-video, 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 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: Take One Set:
Set 1: GRD 142 and GRD 152
Set 2: GRD 142 and GRA 152
Corequisites: None
Local Prereq: Take All: GRD 151 and GRD 242

		Class	Lab	Clin/ WExp	Cred Hou

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 prepa and professionally present an effective portfolio and related self-promotional materials. There is a $15.00 lab fee for this course.

GRD 288	GRAPHIC DESIGN FOR WEB II	2	3	0	3

Prerequisite: GRD 188
Corequisite: None
This course covers the advanced use of graphic design principles in front-end design for the multi-page websites. Emphasis is placed on online branding, responsive design, project management, UI/UX, web design using current web standards, and designing for content management systems. Upon completion, students should be able to employ the principles of design in the creation of websites across multiple platforms and devices.

GERONTOLOGY

GRO 120	GERONTOLOGY	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Permission from instructor
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.

		Class	Lab	Clin/ WExp	Credit Hours
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

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

		Class	Lab	Clin/ WExp	Cred Hou
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
Corequisites: None
Local Prereq: HBI 110
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

Prerequisite: None
Corequisite: None
Local Prereq: Take All: HBI-110 and NET-125
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
Corequisites: None
Local Prereq: Take All: HBI 110 and CTS 120
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: DBA 110, DBA 120, or DBA 210
Corequisites: None
Local Prereq: HBI 110
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

		Class	Lab	Clin/ WExp	Credit Hours

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.

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
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095 or appropriate placement test score
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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

HIS 112 WORLD CIVILIZATIONS II 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095 or appropriate placement test score

		Class	Lab	Clin/ WExp	Cred Hou

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 i social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

HIS 115 INTRODUCTION TO GLOBAL HISTORY 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: ENG 111
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 t 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
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095 or appropriate placement test score
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
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095 or appropriate placement test score
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
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095 or appropriate placement test score
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, th

		Class	Lab	Clin/ WExp	Credit Hours

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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

HIS 132 AMERICAN HISTORY II 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095 or appropriate placement test score
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 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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

HIS 145 THE SECOND WORLD WAR 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095 or appropriate placement test score
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 pre-major and/or elective course requirement.*

HIS 162 WOMEN AND HISTORY 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095 or appropriate placement test score
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 pre-major and/or elective course requirement.*

HIS 221 AFRICAN-AMERICAN HISTORY 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095 or appropriate placement test score

		Class	Lab	Clin/ WExp	Cred Hou

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 electiv course requirement.*

HEALTH INFORMATION TECHNOLOGY

Students must make a "C" or better in each HIT course to progress in curriculum.

HIT 110 FUNDAMENTALS OF HIM 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
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
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
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. *Th course is also available through the Virtual Learning Community (VLC).*

HIT 114 HEALTH DATA SYS/STANDARDS 2 3 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
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 an apply system-wide clinical documentation guidelines and comply with regulatory standards. There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
HIT 124	PROF PRACTICE EXP II	0	0	3	1

Prerequisites: None
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
Local Coreq: 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: Take One: MAT 110 or MAT 143
Corequisites: None
Local Prereq: HIT 114
Acceptance in HIT program or permission from instructor
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
Corequisites: None
Local Prereq: Take All: BIO 169, HIT 114, and MED 122
Acceptance in HIT program or permission from instructor
Local Coreq: Take All: HIT 124 and 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
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
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.

HIT 215	REIMBURSEMENT METHODOLOGY	1	2	0	2

		Class	Lab	Clin/ WExp	Cred Hou

Prerequisites: None
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
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, charge master 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
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
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
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
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: Take One Set:
Set 1: HIT 114 and CIS 110
Set 2: HIT 114 and CIS 111
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
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 should be able to facilitate usage of electronic health record systems and other technologies. There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
HIT 221	LIFECYCLE OF EHR	2	2	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor and HIT 220
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 224	PROF PRACTICE EXP IV	0	0	6	2

Prerequisites: None
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
To be taken in final semester of HIT program
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
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
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, analyze capture methodology in healthcare settings, analyze compliance issues and make improvement recommendations

HIT 226	PRINCIPLES OF DISEASE	3	0	0	3

Prerequisites: Take One: BIO 166 or BIO 169
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor
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
Corequisites: None
Local Prereq: Acceptance in HIT program or permission from instructor.

		Class	Lab	Clin/ WExp	Credit Hour

To be taken in final semester of HIT program
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 professiona 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: Take One: MED 122 or OST 142
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.

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

		Class	Lab	Clin/ WExp	Credit Hours

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: Take All: HMT 110 and ACC 121
Corequisites: None
Local Prereq: HMT 210
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. 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

		Class	Lab	Clin/ WExp	Cred Hou

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 productio 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 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	2	2	0	3

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 botan 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 toxi 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

		Class	Lab	Clin/ WExp	Credit Hours

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.

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
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 from 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.

		Class	Lab	Clin/ WExp	Credit Hours
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
Corequisites: None
Local Prereq: ENG 111
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

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
Corequisites: None
Local Prereq: Enrollment in the HSE program
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 210	HUMAN SERVICES ISSUES	2	0	0	2

		Class	Lab	Clin/ WExp	Credit Hours

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 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
Corequisites: None
Local Prereq: Permission from instructor
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
Corequisites: None
Local Prereq: Enrollment in the HSE program
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 220	CASE MANAGEMENT	2	2	0	3

Prerequisites: HSE 110
Corequisites: None
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

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

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: HSE 112
Corequisites: None
Local Prereq: Permission from instructor
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 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.

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: Take One Set:
Set 1: DRE 098
Set 2: ENG 090, RED 090
Set 3: ENG 095
Corequisites: None
Local Prereq: ENG 111

		Class	Lab	Clin/ WExp	Credit Hours

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 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
Corequisites: None
Local Prereq: Take One Set:
Set 1: DRE 098
Set 2: ENG 090, RED 090
Set 3: ENG 095
OR
Appropriate placement test score
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

		Class	Lab	Clin/ WExp	Credit Hours

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 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
Corequisites: None
Local Prereq: Permission from instructor
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 pre-major and/or elective course requirement.*

HUM 211 HUMANITIES I 3 0 0 3
Prerequisites: ENG 111

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: BUS 110
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

		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 121	ENVIR HEALTH & SAFETY	3	0	0	3

Prerequisites: None
Corequisites: None
This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

ISC 131	QUALITY MANAGEMENT	3	0	0	3

Prerequisites: None
Corequisites: None
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

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.

		Class	Lab	Clin/ WExp	Credit Hours
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
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 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

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
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.

LANDSCAPE ARCHITECTURAL TECHNOLOGY

LAR 111	INTRO TO LANDSCP ARC TECH	1	6	0	3

Prerequisites: None
Corequisites: None
This course introduces basic architectural drafting techniques, lettering, and use of architectural and engineering scales. Topics include creating landscape architectural plans, sections and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum landscape architectural standards.

AUTOMOTIVE LIGHT-DUTY DIESEL

LDD 112	INTRO LIGHT-DUTY DIESEL	2	2	0	3

Prerequisites: None
Corequisites: None
This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.

LDD 181	LDD FUEL SYSTEM	2	6	0	4

Prerequisites: None
Corequisites: None
This course covers the light-duty diesel fuel delivery systems in on-road applications including hydraulic electronically controlled unit injectors, common-rail, mechanical pumps, and emerging technologies. Topics include diesel combustion theory, fuel system components, electronic and mechanical controls, and fuel types and chemistries that are common to the light-duty diesel engines. Upon completion, students should be able to demonstrate skills necessary to inspect, test, and replace fuel delivery components using appropriate service information and tools.

LDD 183	AIR, EXH EMISSIONS	2	6	0	4

Prerequisites: None
Corequisites: None
This course covers terminology, theory and operation of air induction and boost technologies, exhaust, and emission controls used in light-duty diesel engines. Topics

		Class	Lab	Clin/ WExp	Credit Hours

include component identification, operation, diagnosis and repair of air delivery systems including turbochargers, diesel particulate filters and other exhaust catalysts. Upon completion, students should be able to demonstrate skills necessary to research service information, and inspect, test, and repair induction, boost, and after-treatment components.

LDD 284 LDD TEST AND DIAGNOSIS 2 3 0 3
Prerequisites: None
Corequisites: None
This course covers fundamentals of electronic engine management with an emphasis on diagnostic procedures and on-board diagnostic (OBD) systems in light-duty diesels. Topics include adaptive closed-loop controls, high-voltage injection systems, OBD fault detection, and government rules and regulations. Upon completion, students should be able to utilize diagnostic resources and equipment, identify and troubleshoot electronic malfunctions, and complete repairs on light-duty diesels.

LASERS AND OPTICS

LEO 111 LASERS AND APPLICATIONS 1 3 0 2
Prerequisites: None
Corequisites: MAT 122
Local Prereq: Take One: MAT 121 or MAT 161
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).*

		Class	Lab	Clin/ WExp	Credit Hours
LEX 120	LEGAL RESEARCH/WRITING I	2	2	0	3

Prerequisites: None
Corequisites: None
Local Prereq: ENG 111
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
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
Corequisites: None
Local Prereq: ENG 111
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.

		Class	Lab	Clin/ WExp	Credit Hours
LEX 150	COMMERCIAL LAW	2	2	0	3

Prerequisites: None
Corequisites: None
Local Prereq: ENG 111
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 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
Corequisites: None
Local Prereq: ENG 111
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
Corequisites: None
Local Prereq: ENG 111
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
Corequisites: None
Local Prereq: ENG 111
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
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
Corequisites: None
Local Prereq: ENG 111
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
Corequisites: None
Local Prereq: ENG 111
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 280 ETHICS AND PROFESSIONALISM 2 0 0 2

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
Local Prereq: LEX 121 or permission from instructor
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 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.

MACHINING

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.

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.

		Class	Lab	Clin/ WExp	Credit Hours
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 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 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 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 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 228	ADVANCED CNC PROCESSES	2	3	0	3

Prerequisites: None
Corequisites: None

		Class	Lab	Clin/ WExp	Cred Hou

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 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 concept 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 concept 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 jo 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.

MAMMOGRAPHY

MAM 101 MAM PROC & IMAGE ANALYSIS 3 3 0 4
Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
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 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 104	DIGITAL BREAST TOMOSYNTHESIS	1	0	0	1

Prerequisites: None
Corequisites: None
This course is a comprehensive study of digital breast tomosynthesis (DBT). Topics include the technology of DBT, application of DBT in the clinic setting, digital detector technology, the role of DBT in detecting breast cancer, and performing quality control procedures. Upon completion, students should be able to demonstrate the concepts of digital breast tomosynthesis, understand the application and role of DBT in the clinic setting, and perform quality control procedures.

MAM 105	MAMMOGRAPHY 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

Enrollment in any non-developmental math course more than two times requires the written permission from the Math/Physics department chair.

MAT 110 MATHEMATICAL MEASUREMENT 2 2 0 3
Prerequisites: Take All: DMA 010, DMA 020, DMA 030
Corequisites: None
This course provides an activity-based approach that develops measurements skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. There is a $7.50 lab fee for this course.

MAT 121 ALGEBRA/TRIGONOMETRY I 2 2 0 3
Prerequisites: Take All: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060
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 the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. There is a $7.50 lab fee for this course.

MAT 122 ALGEBRA/TRIGONOMETRY II 2 2 0 3
Prerequisites: MAT 121
Corequisites: None
This course extends the concepts covered in MAT 121 and is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
MAT 143	QUANTITATIVE LITERACY	2	2	0	3

Prerequisites Take All: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

Corequisites: None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course for AA.* There is a $7.50 lab fee for this course

MAT 152	STATISTICAL METHODS 1	3	2	0	4

Prerequisites: Take All: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

Corequisites: None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course for AA.* There is a $7.50 lab fee for this course

MAT 171	PRECALCULUS ALGEBRA	3	2	0	4

Prerequisite: Take one set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080

Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 065

Set 3: MAT 121

Corequisites: None

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement*

		Class	Lab	Clin/ WExp	Cred Hou

in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.

MAT 172 PRECALCULUS TRIGONOMETRY 3 2 0 4
Prerequisites: MAT 171
Corequisites: None
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course for AS.*

MAT 263 BRIEF CALCULUS 3 2 0 4
Prerequisites: MAT 171
Corequisites: None
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include 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. This is a Universal General Education Transfer Component (UGETC) course for AS.* There is a $7.50 lab fee for this course.

MAT 271 CALCULUS I 3 2 0 4
Prerequisites: MAT 172
Corequisites: None
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course for AS.* There is a $7.50 lab fee for this course.

MAT 272 CALCULUS II 3 2 0 4
Prerequisites: MAT 271
Corequisites: None
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is places on applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric

		Class	Lab	Clin/ WExp	Credit Hours

equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *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 is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *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 2 2 0 3
Prerequisites: MAT 271
Corequisites: None
This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *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 285 DIFFERENTIAL EQUATIONS 2 2 0 3
Prerequisites: MAT 272
Corequisites: None
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *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.

MECHANICAL

		Class	Lab	Clin/ WExp	Cred Hou
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 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
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.

		Class	Lab	Clin/ WExp	Credit Hours
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.

MEDICAL ASSISTING

MED 110	ORIENTATION TO MED ASSISTING	1	0	0	1

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting program
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
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting Clinical Certificate program
This course provides an early opportunity to observe the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting

		Class	Lab	Clin/ WExp	Credi Hour

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
Corequisites: None
Local Prereq: MED 112 and Enrollment in the Medical Assisting Clinical Certificate program
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
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting program
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

		Class	Lab	Clin/ WExp	Credit Hours

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
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
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting program
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
Corequisites: None
Local Prereq: MED 130 and Enrollment in the Medical Assisting program
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

		Class	Lab	Clin/ WExp	Credi Hour

Corequisites: None
Local Prereq: Enrollment in the Medical Assisting or Medical Assisting Clinical Certificate program
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
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting program
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 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
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting or Medical Assisting Clinical Certificate program
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

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting program and permission from the program director
AND
Take All: MED 110, MED 131, MED 150, and MED 240
Local Coreq: Take All: MED 262 and MED 264
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
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting program and permission from the program director
AND
Take All: MED 110, MED 131, MED 150, and MED 240
Local Coreq: Take All: MED 260 and MED 264
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
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting program and permission from the program director
AND
Take All: MED 110, MED 131, MED 150, and MED 240
Local Coreq: Take All: MED 260 and MED 262
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
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting program
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

		Class	Lab	Clin/ WExp	Cred Hour

on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certai 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
Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting program
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
Corequisites: None
Local Prereq: Enrollment in the Medical Assisting program
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

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.

		Class	Lab	Clin/ WExp	Credit Hours
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 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 225	MARKETING RESEARCH	3	0	0	3

Prerequisites: MKT 120

		Class	Lab	Clin/ WExp	Credi Hour

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 too in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. *This course is a unique concentratio 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 marketin 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 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 modern analytical and documentation methods. *This course is also available through the Virtual Learning Community (VLC).*

		Class	Lab	Clin/ WExp	Credit Hours
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, students should be able to maintain and troubleshoot bioprocess equipment in a biotechnology manufacturing facility using work techniques appropriate for the biotechnology industry.

		Class	Lab	Clin/ WExp	Credit Hours

MAGNETIC RESONANCE IMAGING

MRI 210	MRI PHYSICS AND EQUIPMENT	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program
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
Corequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program
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
Corequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program
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
Corequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program
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 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
Corequisites: None
Local Prereq: Enrollment in CT/MRI diploma or CT certificate program

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: Enrollment in Therapeutic Massage program
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
Corequisites: None
Local Prereq: Enrollment in Therapeutic Massage program
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
Corequisites: Take One: MTH 110, MTH 120, MTH 125, MTH 210, or MTH 220
Local Prereq: Take All: MTH 110 and MTH 120
And enrollment in Therapeutic Massage program
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.

MTH 125	ETHICS OF MASSAGE	2	0	0	2

Prerequisites: None
Corequisites: None
Local Prereq: MTH 120
And enrollment in Therapeutic Massage program
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,

		Class	Lab	Clin/ WExp	Credit Hours

client/therapist relationships as well as ethical issues. *At PCC, students will learn NC massage laws and rules.*

MTH 130 THERAPEUTIC MASSSAGE MGMT 2 0 0 2
Prerequisites: MTH 110
Corequisites: None
Local Prereq: Enrollment in Therapeutic Massage program
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. *At PCC, students will prepare a business and marketing plan.*

MTH 180 MASSAGE BRIDGING COURSE 2 3 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in Therapeutic Massage program
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: Take One: MTH 120 or MTH 121
Corequisites: None
Local Prereq: Completion of Therapeutic Massage Diploma and enrollment in Therapeutic Massage program.
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.

MTH 220 OUTCOME-BASED MASSAGE 4 6 3 7
Prerequisites: Take One: MTH 120, MTH 121, or MTH 221
Corequisites: None
Local Prereq: Enrollment in Therapeutic Massage program
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 for advanced clinical massage.*

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). This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

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 pre-major and/or elective course requirement.*

MUS 112 INTRODUCTION TO JAZZ 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course for AA.*

MUS 113 AMERICAN MUSIC 3 0 0 3
Prerequisites: None
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*

		Class	Lab	Clin/ WExp	Credit Hours

has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 114 NON-WESTERN MUSIC 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 121 MUSIC THEORY I 3 2 0 4
Prerequisites: None
Corequisites: None
This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 122 MUSIC THEORY II 3 2 0 4
Prerequisites: Take MUS 121
Corequisites: None
This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

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 pre-major 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

		Class	Lab	Clin/ WExp	Credit Hours

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 pre-major 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 pre-major and/or elective course requirement.*

MUS 134 BAND II 0 2 0 1
Prerequisites: MUS 133
Corequisites: None
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 pre-major and/or elective course requirement.*

MUS 135 JAZZ ENSEMBLE I 0 2 0 1
Prerequisites: None
Corequisites: None
This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz 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 pre-major and/or elective course requirement.*

MUS 136 JAZZ ENSEMBLE II 0 2 0 1
Prerequisites: Take MUS 135
Corequisites: None
This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved*

		Class	Lab	Clin/ WExp	Credit Hours

to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major 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 pre-major 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 pre-major 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 pre-major and/or elective course requirement.*

MUS 142 ENSEMBLE II 0 2 0 1
Prerequisites: MUS 141
Corequisites: None
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 pre-major and/or elective course requirement.*

MUS 151 CLASS MUSIC I 0 2 0 1
Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

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 pre-major 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 a pre-major and/or elective course requirement.*

MUS 161 APPLIED MUSIC I 1 2 0 2
Prerequisites: None
Corequisites: None
This course provides individual instruction in the skills and techniques of the particular instrument or voice. 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 162 APPLIED MUSIC II 1 2 0 2
Prerequisites: Take MUS 161
Corequisites: None
This course is a continuation of MUS 161. 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major 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

		Class	Lab	Clin/ WExp	Credit Hours

eras. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 213 OPERA AND MUSICAL THEATRE 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the origins and development of opera and musical theatre from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. *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
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 pre-major 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 pre-major and/or elective course requirement.*

MUS 233 BAND III 0 2 0 1
Prerequisites: Take MUS 134
Corequisites: None
This course is a continuation of MUS 134. 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 pre-major and/or elective course requirement.*

MUS 234 BAND IV 0 2 0 1
Prerequisites: Take MUS 233
Corequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

This course is a continuation of MUS 233. 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 pre-major and/or elective course requirement.*

MUS 235 JAZZ ENSEMBLE III 0 2 0 1
Prerequisites: Take MUS-136
Corequisites: None
This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz 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 pre-major and/or elective course requirement.*

MUS 236 JAZZ ENSEMBLE IV 0 2 0 1
Prerequisites: Take MUS 235
Corequisites: None
This course is a continuation of MUS 235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz 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 pre-major 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 pre-major 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 pre-major and/or elective course requirement.* There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
MUS 241	ENSEMBLE III	0	2	0	1

Prerequisites: Take MUS 142
Corequisites: None
This course is a continuation of MUS 142. 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 pre-major and/or elective course requirement.*

MUS 242	ENSEMBLE IV	0	2	0	1

Prerequisites: Take MUS 241
Corequisites: None
This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles 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 pre-major and/or elective course requirement.*

MUS 253	BIG BAND	0	2	0	1

Prerequisites: None
Corequisites: None
This course includes the Big Band instrumentation of five saxes, four trumpets, four trombones, and four-piece rhythm section (bass, piano, drums, and guitar). Emphasis is placed on learning the repertoire specifically written for Big Band instrumentation. Upon completion, students should be able to demonstrate skills needed to participate in performance of Big Band music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 261	APPLIED MUSIC III	1	2	0	2

Prerequisites: Take MUS 162
Corequisites: None
This course is a continuation of MUS 162. 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 262	APPLIED MUSIC IV	1	2	0	2

Prerequisites: MUS 261
Corequisites: None
This course is a continuation of MUS 261. 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

		Class	Lab	Clin/ WExp	Credit Hours

performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 271 MUSIC HISTORY I 3 0 0 3
Prerequisites: Take MUS 122
Corequisites: None
This course is the first of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from Antiquity through the Baroque Period. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

MUS 272 MUSIC HISTORY II 3 0 0 3
Prerequisites: Take MUS 271
Corequisites: None
This course is the second of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from the Classical Period to the present. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

NETWORKING TECHNOLOGY

NET 110 NETWORKING CONCEPTS 2 2 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take CIS-070 or appropriate placement test score
This course introduces students to the networking field. Topics include 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.

NET 125 NETWORKING BASICS 1 4 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take CIS 070 or appropriate placement test score
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.

		Class	Lab	Clin/ WExp	Credit Hours
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: Take One: NET 110 or NET 125
Corequisites: None
Local Prereq: NET 126
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
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 241	INTRODUCTION TO VOIP	2	3	0	3

Prerequisite: None
Corequisite: None
Local Prereq: NET 126

		Class	Lab	Clin/ WExp	Credit Hours

This course introduces students to the terms and definitions of analog phone systems and voice over internet protocol (VOIP) networks and how to configure, maintain, and troubleshoot said networks. Topics include configuring and maintaining an internet protocol (IP) telephony system, provisioning phones and users, configuring call features, and establishing voicemail over VOIP networks. Upon completion, students should be able to discuss the terms and definitions of VOIP as well as configure and maintain an IP telephony system, provision phones and users, configure call features and voicemail.

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
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program
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
Corequisites: NMT 110
Local Prereq: Enrollment in Nuclear Medicine Technology program
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
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program
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
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program
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
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program
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
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program
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.

		Class	Lab	Clin/ WExp	Credit Hours
NMT 212	PROCEDURES FOR NUCLEAR MEDICINE I	2	0	0	2

Prerequisites: None
Corequisites: NMT 132
Local Prereq: NMT 110 and Enrollment in Nuclear Medicine Technology program
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
Corequisites: Take All: NMT 212 and NMT 132
Local Prereq: NMT 110 and Enrollment in Nuclear Medicine Technology program
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
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program
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
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program
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. There is a $11.25 lab fee for this course.

NMT 218	COMPUTERS IN NUCLEAR MEDICINE	2	0	0	2

Prerequisites: NMT 132
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program
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

		Class	Lab	Clin/ WExp	Credit Hour

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
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program
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
Corequisites: None
Local Prereq: Enrollment in Nuclear Medicine Technology program
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
Corequisites: NMT 222
Local Prereq: Enrollment in Nuclear Medicine Technology program
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
Corequisites: NMT 222
Local Prereq: Enrollment in Nuclear Medicine Technology program
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

		Class	Lab	Clin/ WExp	Credit Hours
NOS 110	OPERATING SYSTEM CONCEPTS	2	3	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Take CIS 070 or appropriate placement test score
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: Take One: CET-211, CTI-130, or NOS 110
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: Take One: CET-211, CTI-130, or NOS-110
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: None
Corequisites: None
Local Prereq: NOS-130
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. There is a $7.50 lab fee for this course.

NURSING

NUR 111	INTRO TO HEALTH CONCEPTS	4	6	6	8

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Associate Degree Nursing program

		Class	Lab	Clin/ WExp	Cred Hour

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
Corequisites: None
Local Prereq: Enrollment in the Associate Degree Nursing program.
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
Corequisites: None
Local Prereq: Enrollment in the Associate Degree Nursing program
Take All: NUR 112 and NUR 114
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
Corequisites: None
Local Prereq: Enrollment in the Associate Degree Nursing program
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
Corequisites: None
Local Prereq: Enrollment in the Associate Degree Nursing program
Take All: NUR 112, NUR 113, and NUR 114

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: Enrollment in the Associate Degree Nursing program
Take All: NUR 112, NUR 113, and NUR 114
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. 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
Corequisites: Take All: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212
Local Prereq: Enrollment in the Associate Degree Nursing program
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 a $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

		Class	Lab	Clin/ WExp	Credi Hour
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.

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
Corequisites: None
Local Prereq: OST 131
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.

		Class	Lab	Clin/ WExp	Credit Hours
OST 136	WORD PROCESSING	2	2	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Take One Set:
Set 1: OST 131
Set 2: Acceptance into Medical Assisting program
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: OST 137, CIS 111, or CIS 110
Corequisites: None
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.

		Class	Lab	Clin/ WExp	Credi Hour
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
Corequisites: None
Local Prereq: MED 122
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.

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
Corequisites: None
Local Prereq: Take One: ACC 111 or ACC 120
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.

		Class	Lab	Clin/ WExp	Credit Hours
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
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
Corequisites: None
Local Prereq: Take One: DRE 098 or ENG 095 or appropriate placement test score
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

		Class	Lab	Clin/ WExp	Credi Hour

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: Take One: MED 121 or OST 141
Corequisites: None
Local Prereq: Take All: MED 122, OST 134, OST 136, and OST 164
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
Corequisites: None
Local Prereq: MED 122
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

		Class	Lab	Clin/ WExp	Credit Hours

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. There is a $7.50 lab fee for this course.

OST 247 PROCEDURE CODING 1 2 0 2
Prerequisites: Take One: MED 121 or OST 141
Corequisites: None
Local Prereq: OST 148
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: Take One: MED 121 or OST 141
Corequisites: None
Local Prereq: Take One Set:
Set 1: MED 122 and OST 148
Set 2: MED 122 and Acceptance in HIT program
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: Take All: 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

		Class	Lab	Clin/ WExp	Credit Hours

Local Prereq: OST 148
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: Take One Set:
Set 1: OST-155 and OST-134
Set 2: OST-155 and OST-136
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.* There is a $7.50 lab fee for this course.

OST 281	EMERG ISSUES IN MED OFC	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Take All: MED 122 and OST 131
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
Corequisites: None
Local Prereq: Take One: CIS 110, CIS 111, or OST 137
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

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: Take One Set:
Set 1: OST-134 and OST-164
Set 2: OST-136 and OST-164
Corequisites: None
Local Prereq: Take All: OST 134, OST 136, and OST 164
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

OTA 110	FUNDAMENTALS OF OT	2	3	0	3

Prerequisites: None
Corequisites: Take One: 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
Corequisites: OTA 110
Local Prereq: Enrollment in the Occupational Therapy Assistant program
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
Corequisites: OTA 110
Local Prereq: Enrollment in the Occupational Therapy Assistant program
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.

		Class	Lab	Clin/ WExp	Credit Hours
OTA 140	PROFESSIONAL SKILLS I		0	3	0

Prerequisites: None
Corequisites: OTA 110
Local Prereq: OTA 120 and Enrollment in the Occupational Therapy Assistant program
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 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
Corequisites: Take All: PSY 241 and OTA 170
Local Prereq: Enrollment in the Occupational Therapy Assistant program
AND
Take All: OTA 220 and OTA 240
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: Take All: OTA 120 and OTA 140
Corequisites: OTA 130
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Local Coreq: Take All: OTA 170, OTA 220, and 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: Take All: OTA 120 and OTA 140
Corequisites: OTA 130
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Local Coreq: Take All: OTA 150, OTA 180, and 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

		Class	Lab	Clin/ WExp	Credit Hours

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: Take All: OTA 120 and OTA 140
Corequisites: OTA 130
Local Prereq: Enrollment in the Occupational Therapy Assistant program
Local Coreq: Take All: OTA 150, OTA 180, and 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 170	PHYSICAL DYSFUNCTION	2	3	0	3

Prerequisites: None
Corequisites: OTA 130
Local Prereq: Enrollment in the Occupational Therapy Assistant program
AND
Take All: BIO 169 and OTA 140
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
Corequisites: OTA 130
Local Prereq: Enrollment in the Occupational Therapy Assistant program
AND
Take All: OTA 170, OTA 220, and OTA 240
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: Take All: OTA 120 and OTA 130
Corequisites: None
Local Prereq: OTA 140 and Enrollment in the Occupational Therapy Assistant program

		Class	Lab	Clin/ WExp	Credit Hours

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.

OTA 240 PROFESSIONAL SKILLS II 0 3 0 1
Prerequisites: OTA 140
Corequisites: None
Local Prereq: OTA 130 and Enrollment in the Occupational Therapy Assistant program
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 245 PROFESSIONAL SKILLS III 0 3 0 1
Prerequisites: OTA 240
Corequisites: None
Local Prereq: Enrollment in the Occupational Therapy Assistant program
This course provides preparation for Fieldwork II experiences using skills/knowledge gained in OTA 140 and OTA 240 to promote integration into the professional community. Topics include interview skills, resume production, conflict resolution, professional presentations, participation in research activities, and completion of all forms required for Fieldwork II. Upon completion, students should be able to independently complete employment-seeking activities and provide in-service training.

OTA 250 LIFE SPAN SKILLS II 2 3 0 3
Prerequisites: None
Corequisites: Take All: PSY 241, OTA 170, and OTA 180
Local Prereq: Enrollment in the Occupational Therapy Assistant program
AND
Take All: OTA 220 and OTA 240
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.*

		Class	Lab	Clin/ WExp	Credit Hours
OTA 260	FIELDWORK II-PLACEMENT 1	0	0	18	6

Prerequisites: None
Corequisites: None
Local Prereq: Successful completion of all required OTA curriculum courses except OTA 261
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
Corequisites: None
Local Prereq: Successful completion of all required OTA curriculum courses
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*

		Class	Lab	Clin/ WExp	Credit Hours

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
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
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

		Class	Lab	Clin/ WExp	Credit Hours

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.

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 pre-major 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 pre-major 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 wellbeing. *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
Corequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program
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
Corequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program
This course covers the procedures of Positron Emission Tomography. Topics include all relevant procedures related to PET imaging with an emphasis placed on oncology, neurology and cardiology. Upon completion, students should be able to demonstrate competence in PET procedures through computerized exams and projects.

		Class	Lab	Clin/ WExp	Credit Hours
PET 125	PET RADIOPHARMACEUTICALS	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program
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
Corequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program
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
Corequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program
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
Corequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program
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
Corequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program
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

		Class	Lab	Clin/ WExp	Credit Hours

demonstrate an understanding of PET radiation safety through computerized exams and projects.

PET 225	PET INSTRUMENTATION	2	2	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program
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
Corequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program
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
Corequisites: None
Local Prereq: Enrollment in the Positron Emission Tomography program
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
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.*

		Class	Lab	Clin/ WExp	Credit Hours
PHI 215	PHILOSOPHICAL ISSUES	3	0	0	3

Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. *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). This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

		Class	Lab	Clin/ WExp	Credit Hours
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). This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

		Class	Lab	Clin/ WExp	Credit Hours

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 pre-major and/or elective course requirement.* There is a $7.50 lab fee for this course.

PHYSICS

PHY 110 CONCEPTUAL PHYSICS 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 097 or ENG 095 or appropriate placement test score
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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

PHY 110A CONCEPTUAL PHYSICS LAB 0 2 0 1
Prerequisites: None
Corequisites: PHY 110
Local Prereq: Take One: DRE 097 or ENG 095 or appropriate placement test score
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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.* There is a $7.50 lab fee for this course.

PHY 131 PHYSICS-MECHANICS 3 2 0 4
Prerequisites: Take One: MAT 121 or MAT 171
Corequisites: None
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion,

		Class	Lab	Clin/ WExp	Credit Hours

work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 COLLEGE PHYSICS I 3 2 0 4
Prerequisites: MAT 171
Corequisites: None
Local Prereq: Take One: MAT 161, MAT 171, MAT 172, or MAT 175
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. This is a Universal General Education Transfer Component (UGETC) course for AS.* 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, 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. This is a Universal General Education Transfer Component (UGETC) course for AS.* 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. This is a Universal General Education Transfer Component (UGETC) course for AS.* There is a $11.25 lab fee for this course.

PHY 252 GENERAL PHYSICS II 3 3 0 4
Prerequisites: Take All: MAT 272 and PHY 251

		Class	Lab	Clin/ WExp	Credit Hours

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. This is a Universal General Education Transfer Component (UGETC) course for AS.* 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.

POLITICAL SCIENCE

POL 120 AMERICAN GOVERNMENT 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: ENG 111
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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

POL 130 STATE AND LOCAL GOVERNMENT 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
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
Corequisites: None
Local Prereq: Enrollment in the Polysomnography program
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: Take One Set:
Set 1: BIO 163
Set 2: BIO 165 and BIO 166
Set 3: BIO 168 and BIO 169
Corequisites: None
Local Prereq: Enrollment in the Polysomnography program
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
Corequisites: None
Local Prereq: MED 180 and Enrollment in the Polysomnography program
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
Corequisites: None
Local Prereq: Enrollment in the Polysomnography program
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

		Class	Lab	Clin/ WExp	Credit Hours

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: Take One: PSG 111 or PSG 189
Corequisites: None
Local Prereq: Enrollment in the Polysomnography program
And
Take One Set:
Set 1: PSG 189
Set 2: CIS 110 and ELC 111
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
Corequisites: None
Local Prereq: Enrollment in the Polysomnography program
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
Corequisites: None
Local Prereq: Enrollment in the Polysomnography program
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
Corequisites: None
Local Prereq: Enrollment in the Polysomnography program
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

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Polysomnography program
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
Corequisites: None
Local Prereq: Enrollment in the Polysomnography program
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

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
Corequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate test score
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. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

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
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 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 AND PATIENT CARE 2 3 0 3
Prerequisites: None
Corequisites: Take All: RAD 111 and RAD 151
Local Prereq: Enrollment in the Radiography program
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
Corequisites: Take All: RAD 110 and RAD 151
Local Prereq: Enrollment in the Radiography program
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: Take All: RAD 110, RAD 111, and RAD 151
Corequisites: None
Local Prereq: Enrollment in the Radiography program
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: Take All: RAD 110, RAD 111, and RAD 151
Corequisites: Take All: RAD 112 and RAD 161
Local Prereq: Enrollment in the Radiography program
This course provides the basic principles of imaging. 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 basic radiographic imaging. There is a $11.25 lab fee for this course.

RAD 122 RADIOGRAPHIC IMAGING II 1 3 0 2
Prerequisites: Take All: RAD 112, RAD 121, and RAD 161
Corequisites: Take All: RAD 131 and RAD 171
Local Prereq: Enrollment in the Radiography program
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: RAD 121
Corequisites: Take All: RAD 122 and RAD 171
Local Prereq: Enrollment in the Radiography program
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: Take All: RAD 110 and RAD 111
Local Prereq: Enrollment in the Radiography program
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: Take All: RAD 110, RAD 111, and RAD 151
Corequisites: Take All: RAD 112 and RAD 121
Local Prereq: Enrollment in the Radiography program
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: Take All: RAD 112, RAD 121, and RAD 161
Corequisites: Take All: RAD 122 and RAD 131
Local Prereq: Enrollment in the Radiography program
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.

RAD 211 RADIOGRAPHIC PROCEDURES III 2 3 0 3
Prerequisites: Take All: RAD 122, RAD 131, and RAD 171
Corequisites: Take All: RAD 231, RAD 241, and RAD 251
Local Prereq: Enrollment in the Radiography program
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: Take One: RAD 131 or RAD 171
Corequisites: Take All: RAD 211, RAD 241, and RAD 251
Local Prereq: Enrollment in the Radiography program

		Class	Lab	Clin/ WExp	Credit Hours

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: Take All: RAD 122, RAD 131, and RAD 171
Corequisites: Take All: RAD 211, RAD 231, and RAD 251
Local Prereq: Enrollment in the Radiography program
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: Take All: RAD 211, RAD 231, RAD 241 and RAD 251
Corequisites: Take All: RAD 261 and RAD 271
Local Prereq: Enrollment in the Radiography program.
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: Take All: RAD 122, RAD 131, and RAD 171
Corequisites: Take All: RAD 211, RAD 231, and RAD 241
Local Prereq: Enrollment in the Radiography program
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.

		Class	Lab	Clin/ WExp	Credit Hours
RAD 261	RAD CLINICAL EDUCATION V	0	0	21	7

Prerequisites: RAD 251
Corequisites: Take All: RAD 245 and RAD 271
Local Prereq: Enrollment in the Radiography program
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: Take All: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisites: Take All: RAD 245 and RAD 261
Local Prereq: Enrollment in the Radiography program
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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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
Corequisites: None
Local Prereq; Enrollment in the Respiratory Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with 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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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
Corequisites: RCP 110
Local Prereq: Enrollment in the Respiratory Therapy program
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
Corequisites: RCP 111
Local Prereq: Enrollment in the Respiratory Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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.

		Class	Lab	Clin/ WExp	Credit Hours
RCP 211	ADVANCED MONITORING/ PROCEDURES	3	3	0	4

Prerequisites: RCP 210
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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 be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment. There is a $11.25 lab fee for this course.

RCP 222	SPECIAL PRACTICE LAB	0	2	0	1

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Respiratory Therapy program
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon

		Class	Lab	Clin/ WExp	Credit Hours

completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 236	RCP CLINICAL PRACTICE IV	0	0	18	6

Prerequisites: RCP 111
Corequisites: RCP 210
Local Prereq: Enrollment in the Respiratory Therapy program
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.

RELIGION

REL 110	WORLD RELIGIONS	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: DRE-098 or appropriate placement test score
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 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
Corequisites: None
Local Prereq: DRE 098 or appropriate placement test score
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
Corequisites: None
Local Prereq: DRE 098 or appropriate placement test score
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.

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program

		Class	Lab	Clin/ WExp	Credit Hours

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
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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
Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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: Take One Set:
Set 1: RTT-222 and RTT-239
Set 2: RTT-222 and RTT-241
Set 3: RTT-222 and RTT-243
Set 4: RTT-222 and RTT-244
Set 5: RTT-231 and RTT-239
Set 6: RTT-231 and RTT-241
Set 7: RTT-231 and RTT-243
Set 8: RTT-231 and RTT-244
Set 9: RTT-234 and RTT-239
Set 10: RTT-234 and RTT-241
Set 11: RTT-234 and RTT-243
Set 12: RTT-234 and RTT-244

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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: Take One: RTT 230 or RTT 233
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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.

RTT 240 RTT CLINICAL EDUCATION III 0 0 18 6
Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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.

		Class	Lab	Clin/ WExp	Credit Hours
RTT 241	RTT CLINICAL EDUCATION IV	0	0	21	7

Prerequisites: Take One: RTT 238 or RTT 240
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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: Take One: RTT 239, 241, 243, or 244
Corequisites: None
Local Prereq: Enrollment in the Radiation Therapy program
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 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

		Class	Lab	Clin/ WExp	Credit Hours

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 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.

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 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.*

		Class	Lab	Clin/ WExp	Credit Hours

INFORMATION SYSTEMS SECURITY

SEC 110	SECURITY CONCEPTS	2	2	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Take CIS 070 or appropriate placement test score
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 160	SECURE ADMIN I	2	2	0	3

Prerequisites: Take One Set:
Set 1: SEC 110 and NET 110
Set 2: SEC-110 and 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 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
Corequisites: None
Local Prereq: Take CIS 070 or appropriate placement test score
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
Corequisites: None
Local Prereq: Take CIS-070 or appropriate placement test score
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
Corequisites: None
Local Prereq: Take One: CIS 070 and DMA 040
OR
Appropriate placement test score
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
Corequisites: None
Local Prereq: Take CIS-070 or appropriate placement test score
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.

SGD 116 GRAPHIC DESIGN TOOLS 2 2 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take One Set:
Set 1: CIS 070 and DMA 040
Set 2: CIS 110 and DMA 040
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

		Class	Lab	Clin/ WExp	Credit Hours
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 159	SGD PRODUCTION MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: None
This course introduces the techniques and methods used in interactive game production and how to manage a project. Emphasis is placed on scheduling, production plans, marketing and budgeting. Upon completion, students should be able to manage a team, track production, and understand the process of project management.

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 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 a $11.25 lab fee for this course

SGD 172	VIRTUAL SG ENVIRONMENTS	2	3	0	3

Prerequisites: None
Corequisites: None
Local Prereq: Take One: SGD 114 or SGD 213
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 a $11.25 lab fee for this course.

SGD 174	SG LEVEL DESIGN	2	3	0	3

		Class	Lab	Clin/ WExp	Credit Hours

Prerequisites: None
Corequisites: None
Local Prereq: SGD 112
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 a $11.25 lab fee for this course

SGD 212 SGD DESIGN II 2 3 0 3
Prerequisites: SGD 112
Corequisites: None
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 a $11.25 lab fee for this course

SGD 213 SGD PROGRAMMING II 2 3 0 3
Prerequisites: Take One: 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 a $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 a $11.25 lab fee for this course

SGD 244 3D Modeling III 2 3 0 3
Prerequisites: SGD 214
Corequisites: None
This course is designed to further a student's knowledge in creating visually compelling 3D models through the use of industry-standard software. Emphasis is placed on learning how to develop accurate textures and normal maps. Upon completion, students should be able to develop industry caliber 3D models

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, play testing and storytelling. Upon

		Class	Lab	Clin/ WExp	Credit Hours

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: 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 a $11.25 lab fee for this course.

SGD 289 SGD PROJECT 2 3 0 3
Prerequisites: Take One: SGD 212, SGD 213, SGD 214, or SGD 285
Corequisites: None
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 a $11.25 lab fee for this course

SOCIOLOGY

SOC 210 INTRODUCTION TO SOCIOLOGY 3 0 0 3
Prerequisites: None
Corequisites: None
Local Prereq: DRE 098 or ENG 095 or appropriate placement test score
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course for AA/AS.*

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.*

		Class	Lab	Clin/ WExp	Credit Hours
SOC 220	SOCIAL PROBLEMS	3	0	0	3

Prerequisites: None
Corequisites: None
Local Prereq: ENG 111
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).*

SONOGRAPHY

SON 110	INTRODUCTION TO SONOGRAPHY	1	3	3	3

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program
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
Corequisite: None
Local Prereq: Enrollment in Medical Sonography or Cardiovascular Sonography/Echocardiography program
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
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program
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.

		Class	Lab	Clin/ WExp	Credit Hours
SON 121	SON CLINICAL EDUCATION II	0	0	15	5

Prerequisites: SON 120
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program
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

Prerequisites: None
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program
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
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program
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
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program
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
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program
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.

		Class	Lab	Clin/ WExp	Credit Hours
SON 221	SON CLINICAL EDUCATION IV	0	0	24	8

Prerequisites: SON 220
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program
This course provides continued active participation off-campus 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 222	SELECTED SON CLINICAL ED	0	0	6	2

Prerequisites: None
Corequisites: SON 110
Local Prereq: Enrollment in Medical Sonography program
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: Take One: SON 110 or CVS 163
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program
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
Corequisites: None
Local Prereq Enrollment in Medical Sonography program
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.

		Class	Lab	Clin/ WExp	Credit Hours
SON 242	OBSTETRICAL SONOGRAPHY II	2	0	0	2

Prerequisites: SON 241
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program
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
Corequisites: None
Local Prereq: Enrollment in Medical Sonography or Cardiovascular Sonography/Echocardiography program
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
Corequisites: None
Local Prereq: Enrollment in Medical Sonography program.
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

		Class	Lab	Clin/ WExp	Credit Hours

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
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 pre-major 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.

		Class	Lab	Clin/ WExp	Credit Hours
SPA 181	SPANISH LAB 1	0	2	0	1

Prerequisites: None
Corequisites: None
Local Coreq: 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 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 pre-major 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 Coreq: 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 pre-major 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.*

		Class	Lab	Clin/ WExp	Credit Hours

SUSTAINABILITY TECHNOLOGIES

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
Corequisites: None
Local Prereq: ENG 111
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
Prerequisites: None

		Class	Lab	Clin/ WExp	Credit Hours

Corequisites: None
Local Prereq: ENG 111
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 RECREATIONAL THERAPY 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the philosophy and goals of recreational therapy and how they relate to specific client groups. Topics include recreational therapy history and professional development, an introduction to the recreational therapy process, and a summary of recreational therapy effects on client functioning. Upon completion, students should be able to describe the professional development of recreational therapy and to explain the anticipated outcomes of recreational therapy 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 PROGRAMMINS 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
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 RECREATIONAL THERAPY PSYCH LAB 0 2 0 1
Prerequisites: None
Corequisites: None
This course provides a laboratory component to complement recreational therapy course work. Topics include functioning characteristics of clients with mental illness and interventions commonly used in recreational therapy programs with these clients. Upon completion, students should be able to implement a recreational therapy 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
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.

		Class	Lab	Clin/ WExp	Credit Hours
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	REC THERAPY PROGRAMMING	3	0	0	3

Prerequisites: TRE 110
Corequisites: None
This course provides an overview of several interventions used in recreational therapy service while relating each intervention to the recreational therapy 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	RECREATIONAL THERAPY PROF	3	0	0	3

Prerequisites: TRE 110
Corequisites: None
This course covers information regarding competent and ethical practices of recreational therapy in departments at local agencies. Topics include recreational therapy 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 270	MENT RETARD/DEV DIS 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 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	REC THERAPY GERIATRICS LAB	0	2	0	1

Prerequisites: None
Corequisites: None
This course provides a laboratory component to complement recreational therapy course work. Topics include functioning characteristics of senior adults and interventions commonly used in recreational therapy with senior adults. Upon completion, students should be able to design and implement a session for senior adults using one recreational therapy intervention.

		Class	Lab	Clin/ WExp	Credit Hours
TRE 282	REC THER INTERNSHIP III SUPERV	1	0	0	1

Prerequisites: TRE 211
Corequisites: TRE 288
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	REC THER INTERNSHIP III	0	0	24	8

Prerequisites: TRE 210
Corequisites: TRE 282
This course provides a supervised clinical experience in recreational therapy assistant. 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 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.

		Class	Lab	Clin/ WExp	Credit Hours
TRN 120	BASIC TRANSP ELECTRICITY	4	3	0	5

Prerequisites: None
Corequisites: None
Local Prereq: Take One: DRE 096 or ENG 075
AND
Take MAT 060
OR
Take All: DMA 010, DMA 020, DMA 030, and DMA 040
Local Coreq: TRN 120A
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 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
Local Coreq: TRN 140A
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

		Class	Lab	Clin/ WExp	Credit Hours

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.

WORK BASED LEARNING

WBL 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 $30 fee to take the Career Readiness Assessment Test.

WBL 111	WORK-BASED LEARNING I	0	0	10	1

Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating

		Class	Lab	Clin/ WExp	Credit Hours

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).*

WBL 112 WORK_BASED LEARNING I 0 0 20 2
Prerequisites: None
Corequisites: None
This course provides a work-based learning 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.

WBL 115 WORK-BASED LEARNING SEMINAR I 1 0 0 1
Prerequisites: None
Corequisites: Take One: WBL 111, WBL 112, WBL 113, or WBL 114
At PCC, the course description is written by the individual departments.

WBL 121 WORK-BASED LEARNING II 0 0 10 1
Prerequisites: None
Corequisites: None
This course provides a work-based learning 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.

WBL 122 WORK-BASED LEARNING 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.

WBL 125 WORK-BASED LEARNING SEMINAR II 1 0 0 1
Prerequisites: None
Corequisites: Take One: WBL 121, WBL 122, WBL 123, or WBL 124
This course provides a seminar for preparation, discussion, and integration of the work experience of WBL 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

		Class	Lab	Clin/ WExp	Credit Hours

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.

WBL 131 WORK-BASED LEARNING III 0 0 10 1
Prerequisites: None
Corequisites: None
This course provides a work-based learning 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.

WEB TECHNOLOGIES

WEB 110 INTERNET/WEB FUNDAMENTALS 2 2 0 3
Prerequisites: None
Corequisites: None
Local Prereq: Take CIS-070 or appropriate placement test score
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
Corequisites: None
Local Prereq: Take All: CIS 115 and WEB 110
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, style sheets, 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
Prerequisites: None
Corequisites: None
Local Prereq: WEB 110
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.

		Class	Lab	Clin/ WExp	Credit Hours
WEB 125	MOBILE WEB DESIGN	2	2	0	3

Prerequisites: WEB 110
Corequisites: None
Local Prereq: Take All: WEB 115 and WEB 140
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
Corequisites: None
Local Prereq: WEB 110
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
Corequisites: None
Local Prereq: WEB 140
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. There is a $7.50 lab fee for this course.

WEB 250 DATABASE DRIVEN WEBSITES 2 2 0 3
Prerequisites: DBA 110
Corequisites: None
Local Prereq: WEB 140
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.

		Class	Lab	Clin/ WExp	Credit Hours
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
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.

		Class	Lab	Clin/ WExp	Credit Hours
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 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

		Class	Lab	Clin/ WExp	Credit Hours

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: Take One: 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 GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

		Class	Lab	Clin/ WExp	Credit Hours
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: Take All: 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.

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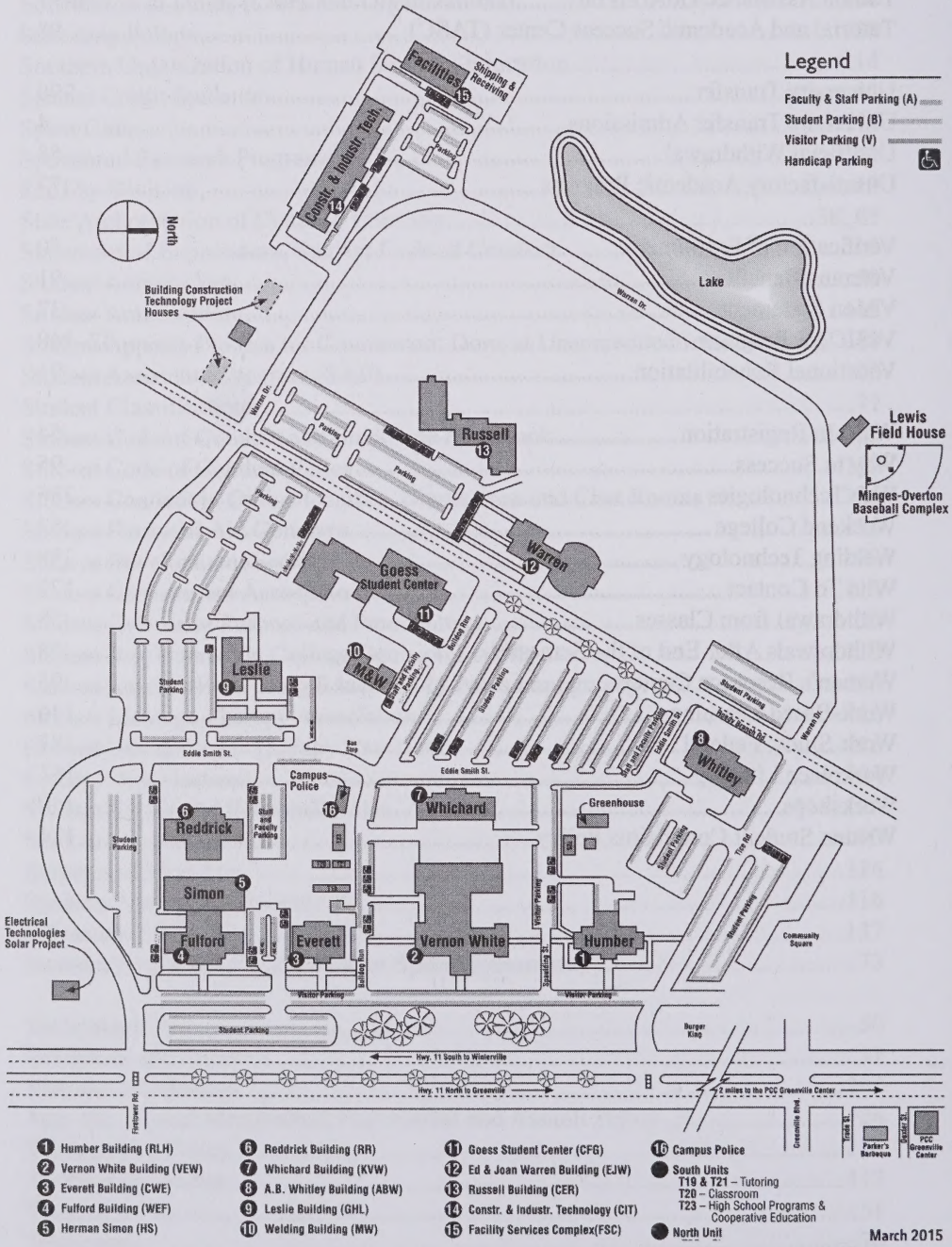
PITT Community College

Campus Map



Pitt Community College
is an Equal Opportunity Institution
and
it is an Equal Opportunity Employer

The College's Title IXand 504 Coordinators are as follows:

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STUDENT RIGHT-TO-KNOW ACT DISCLOSURE

In compliance with the Student Right-To-Know Act, Pitt Community College hereby discloses a 4-year average (2010-2014) graduation/ completion rate of 14% for first-time, full-time, degree/diploma/ certificate seeking students.

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