

2018-2019

# GENERAL CATALOG

*educating and empowering people for success*



## IMPORTANT PHONE NUMBERS

### **Admissions**

Arts and Sciences Division: (252) 493-7820

Business Division: (252) 493-7371

Construction and Industrial Technology Division: (252) 493-7222

Health Sciences Division: (252) 493-7473

Public Services and Fine Arts: (252) 493-7222

### **Continuing Education**

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

High School Equivalency/Adult Basic Education/Achieving College Entry: (252) 493-7396

Small Business Center: (252) 493-7528

Transitional Studies: (252) 493-7396 or 493-7628

### **General Information**

College Outreach: (252) 752-7298

Evening & Weekend College: (252) 493-7830

Farmville Center: (252) 753-0010

General Information: (252) 493-7200

Library: (252) 493-7350

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

Pitt Community College Foundation: (252) 493-7210

Student Store: (252) 493-7252

### **Student Services**

Cashier's Office: (252) 493-7234

Financial Aid: (252) 493-7339

Registrar: (252) 493-7232

Student Government Association: (252) 493-7226

Transcripts: (252) 493-7232

Vice President of Student Development Services: (252) 493-7211



# 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.

## COURSE CATALOG DAY AND EVENING PROGRAMS

Volume XXXVII  
2018 – 2019

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# PITT COMMUNITY COLLEGE

Waterville, North Carolina

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PCC Address

Waterville, North Carolina

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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 July 2018. For information about changes after this date, refer to the addendums to the catalog on the Pitt Community College website ([www.pittcc.edu](http://www.pittcc.edu)).

The provisions of the catalog are not 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 116.

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 the 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 admission information, please call (252) 493-7232 or visit our website at [www.pittcc.edu](http://www.pittcc.edu).**



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## 2018 – 2019 ACADEMIC CALENDAR

### Fall Semester 2018

<u>August</u>	
14	Convocation
15	Walk-In Registration Begins
<b>16</b>	<b>Classes Begin</b>
17	Weekend College 1 <sup>st</sup> 8-Week Session Begins
16, 17, 20	Drop/Add Period
30	14-Week Session Begins
31	No Evening and Weekend Curriculum Classes (Until September 2 <sup>nd</sup> )

#### September

1-3	Labor Day Holiday (Campus Closed)
14	12-Week Sessions Begins

#### October

1	Registration begins for Spring 2019
6	Weekend College 1 <sup>st</sup> 8-Week Session Ends
11	1 <sup>st</sup> 8-Week Session Ends
12	2 <sup>nd</sup> 8-Week Session Begins
12	Weekend College 2 <sup>nd</sup> 8-Week Session Begins
25-28	Faculty/Student Fall Break No Weekend College

#### November

21	Faculty/Student Break
22-25	Thanksgiving Holiday (Campus Closed)

#### December

8	Weekend College 2 <sup>nd</sup> 8-Week Sessions Ends
<b>14</b>	<b>Classes End</b>
15	Grades Due by 5 p.m.
15	Student Break (Until January 4th)
16	Faculty Break (Until January 2nd)
21	Campus Closed (Until January 1st)

### Spring Semester 2019

#### January

2	Faculty Work Day
3-4	Walk-In Registration (Closes at 5 p.m. on Friday)
<b>7</b>	<b>Classes Begin</b>
7	1 <sup>st</sup> 8-Week Session Begins
7,8,9	Drop/Add Period
11	Weekend College 1 <sup>st</sup> 8-Week Session Begins
21	Dr. Martin Luther King, Jr. Holiday (Campus Closed)

#### January

22 14-Week Session Begins

#### February

5 12-Week Session Begins

#### March

2 Weekend College 1<sup>st</sup> 8-Week Session Begins  
4 1<sup>st</sup> 8-Week Session Ends  
5 2<sup>nd</sup> 8-Week Session Begins  
8 Weekend College 2<sup>nd</sup> 8-Week Session Begins  
24-31 Faculty/Student Spring Break

#### April

8 Priority Registration Begins for Summer and Fall  
19-21 Good Friday Holiday (Campus Closed)

#### May

4 Weekend College 2<sup>nd</sup> 8-Week Session Ends  
**7** **Classes End**  
8 Grades Due by 5 p.m.  
8 CU Commencement  
9 Transitional Studies Commencement  
8-19 Student Break  
9-16 Faculty Break

### Summer Term 2019

#### May

17 Walk-In Registration Begins  
**20** **Classes Begin**  
20 10-Week and Mini Session A Begins  
20-21 Drop/Add Period  
25-27 Memorial Day Holiday (Campus Closed)

#### June

4 8-Week Session Begins  
24 Mini Session A Ends  
25 Mini Session B Begins

#### July

4 Independence Day Holiday (Campus Closed)  
5 Mandatory Staff Leave Day (Campus Closed)  
5-7 Faculty/Student Break  
31 Mini Session B Ends

#### **31** **Classes End**

#### August

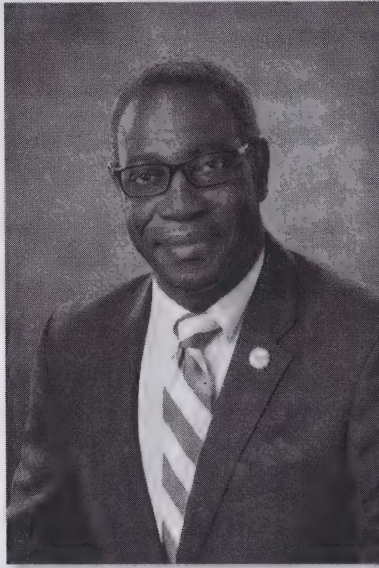
1 Grades Due by 5 p.m.  
1-11 Student Break  
2-11 Faculty Break



## SPECIAL EVENTS

- ◆ Employee Annual Fund Campaign
- ◆ Week of Welcome
- ◆ Constitution Day
- ◆ Fall Fest
- ◆ Down East Holiday Show
- ◆ Veterans' Day Salute
- ◆ Scholarship Reception
- ◆ MLK Celebration & Kick Off for Black History Month
- ◆ Women's History Month (Forum)
- ◆ Academic Excellence Reception
- ◆ National Signing Day
- ◆ Spring Scholarship Fundraising Event
- ◆ Spring Fling
- ◆ Graduation Breakfast
- ◆ Graduation
- ◆ Summer Splash
- ◆ FAFSA Day
- ◆ Adult College Expo

## PRESIDENT'S MESSAGE



### **Welcome to Pitt Community College!**

Since 1961 and the founding of Pitt Community College, we reflect on the students who have successfully earned their diplomas, certificates, or degrees as well as those who have taken courses for personal enrichment. Our College is delighted to serve the needs of the community for almost sixty years by educating and empowering people for success.

As we look forward to the next sixty years, we will continue to help students become successful and to offer new innovative programs that serve the needs of our citizens. PCC is thankful that you have decided to consider us as your education provider.

We are dedicated to the success of our students and the citizens that we serve. It is our goal, as you review this catalog, to give you insight into the programs, courses, and services offered by the College to help you in your career or personal endeavors.

In today's world, it is increasingly important that our citizens be prepared to compete on a global scale. Based on a new global economy, the old rules do not apply in today's ever-changing world. The availability of emerging technologies and information to the world has indeed leveled the playing field so that others can compete in the global arena. To stay competitive, we as a nation, state and individuals must insure attainment of an adequate education beyond high school. At Pitt CC, we are dedicated to the mission of providing open access to quality education and training for citizens in our service area.

I encourage you to utilize our college as a bridge to reach your goals through the innovative educational programs, training services and cultural activities that we offer. Peter Drucker once said, "The best way to predict the future is to create it". We can help you to create a bright future at Pitt Community College by equipping you to be competitive in the global marketplace.

We are a college where you can start your educational journey and go anywhere your drive, determination and dreams take you. We can empower you for success!

Dr. Lawrence L. Rouse  
President



# ORGANIZATION

## BOARD OF TRUSTEES

<i>Gloristine Brown</i>	Bethel, NC
<i>Shirley Carraway</i>	Winterville, NC
<i>Charles Ellis</i>	Greenville, NC
<i>Gary Evans</i>	Ayden, NC
<i>Brian Floyd</i>	Greenville, NC
<i>Kathy P. Frazier</i>	Ayden, NC
<i>Dr. Peter J. Kragel, Chair</i>	Greenville, NC
<i>Charles Long</i>	Farmville, NC
<i>Don Mills, Secretary</i>	Greenville, NC
<i>Patti Sanders-Smith, Vice Chair</i>	Greenville, NC
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## PITT COMMUNITY COLLEGE FOUNDATION

The Pitt Community College Foundation, Inc. receives 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](mailto:snobles@email.pittcc.edu). Gifts/donations may be mailed to PCC Foundation, P. O. Drawer 7007, Greenville, NC 27835-7007 or online at [www.pittccfoundation.com](http://www.pittccfoundation.com). Members of the Foundation Board are:

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# 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 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 became 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 became the college's fourth president. During his 15 years of leadership, the college experienced its largest growth in history. During his leadership, the college developed three facility master plans, strategic plans, expanded its curriculum and non-curriculum programs, doubled enrollment, increased the number of faculty and staff employees, added nine buildings, and offered instruction in centers located throughout the community.

The educational centers are as follows:

1. Greenville Center - Continuing Education Center, Memorial Dr., Greenville
2. Public Safety Firing Range near Bethel
3. Bernstein Healthcare Center
4. PCC Farmville Center

5. Law Enforcement Training Center, Winterville
6. Pharmaceutical Services Center, Tech Center, Greene St., Greenville

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. Author Roger Kammerer documented the college's history 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, 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 that will be the site for the college's law enforcement training. Purchased in May 2014, the facility was renovated for Law Enforcement Training and continuing education for law enforcement officers in early 2017. The local bond referendum also provided funds for, the college's new 78,000 sq. ft. Science classroom/lab building. The Walter & Marie Williams Building opened in 2017. It is the center for the college's science, pre-engineering, and industrial maintenance systems technology.

In 2016, NC citizens voted to approve a statewide bond referendum for universities and community colleges. Pitt



Community College received \$8.2 million for construction of facilities. The college will build the Eddie And Jo Allison Smith Center for Student Advancement with some of the state bond funds. The PCC Foundation will secure private funds to assist with the construction of the new center which will include centers for women, men, veterans, scholarships, the VISIONS Program, and Institutional Advancement service offices. It will also include large meeting spaces for campus activities.

In 2018, Pitt Community College offers 81 curriculum programs and 280 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 received recognition for its excellent health sciences programs, business, industrial, technical/vocational, and public safety programs as well as collaborative programs with Pitt County Schools and ECU. A total of 20,000 students were served by PCC in 2016-2017. The college ranks sixth according to enrollment among the 58 colleges in the NC Community College System.

President Massey retired in July 2018.

In August 2018, Dr. Lawrence Rouse became the college's fifth president.

### **Locations**

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](http://www.pittcc.edu).

Farmville Center's physical address is 3781 S. Main Street, Farmville, NC.

Greenville Center's physical address is 3107 S. Memorial Drive, Greenville, NC.

### **Pitt Community College Mission Statement**

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 Core Values**

- 1: Student Learning Success
- 2: Workforce Development
- 3: Student and Community Engagement

### **Diversity Leadership Statement**

Pitt Community College is committed to creating and fostering an environment that 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.

# SUMMARY REPORT ON PERFORMANCE MEASURES

## 2018 Performance Measures Report

	<i>System Goal</i>	<i>System Baseline</i>	<i>College Averages</i>	<i>Pitt CC Score</i>
<i>A. Basic Skills Student Progress</i>	68.3%	34.5%	60.1%	<b>60.8%</b>
<i>B. Student Success Rate in College Level English Courses</i>	55.9%	23.8%	49.9%	<b>49.1%</b>
<i>C. Student Success Rate in College Level Math Courses</i>	32.5%	10.1%	28.6%	<b>28.3%</b>
<i>D. Year One Progress</i>	75.0%	54.1%	70.9%	<b>62.1%</b>
<i>E. Curriculum Completion</i>	51.9%	35.9%	43.9%	<b>42.6%</b>
<i>F. Licensure &amp; Certification Pass Rate</i>	90.9%	69.9%	78.4%	<b>81.2%</b>
<i>G. Transfer Performance</i>	87.6%	65.1%	83.7%	<b>74.9%</b>

*Based on NCCCS Data Office of Research and Performance Management  
Pitt Community College 2017 Performance Measures Scores (most recent available)*



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**Stephanie Robertson, B.A.**  
Human Resources Specialist

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**VACANT**  
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**David G. Manning, A.A.S.**

Curriculum Coordinator, Industrial Management Technology;  
Campus Safety Officer

**Dennis W. Marshall, B.S.**

Instructor, Electrical Systems Technology

**Calvin J. Mayo, A.A.S.**

Curriculum Coordinator, Computer Integrated Machining

**Glenn A. Morrison, A.A.S.**

Instructor, Building Construction Technology

**Charles E. Newkirk, Jr. A.A.S.**

Instructor, Welding Technology

**James T. Pinkham, B.F.A.**

Instructor, Building Construction Technology

**Jerry Pittman, A.A.S.**

Curriculum Coordinator, Horticulture Technology and Grounds

**Steven D. Reynolds, A.A.S.**

Instructor, Electrical/Electronics Technology

**Jason Rouse, A.A.S.**

Instructor, Welding Technology

**Eddie C. Sherrod, A.A.S.**

Department Chair, Electrical Systems Technology and Horticulture Technology

**Bryan S. Shirley, A.A.S.**

Instructor, Welding

**Amy T. Stephenson, B.S.**

Department Chair, Engineering and Industrial Technology

**Joseph Strickland, A.A.S.**

Instructor, Electrical/Electronics Technology

**Andrew Thompson**

Instructor, Welding Technology

**Prentice Tyndall, Jr., B.S.**

Curriculum Coordinator, Electronic Engineering Technology

**Walter G. Underwood, A.A.S.**

Instructor, Automotive Systems Technology

**Leonard C. Van Staaldunin, B.E.D.A.**

Department Chair, Architectural Technology

**Maurey D. Verzier, B.F.A.**

Department Chair, Building Construction Technology

**Stephen R. Whitlock, B.S.**

Instructor, Electronics Engineering Technology

**Teresa A. Williams, B.S.**

Instructor, Welding Technology

## Developmental Studies and First-Year Success

**Katrina Arnold, Ed.D.**

Director, Developmental Studies and First-Year Success

**Sharon Ceres, M.A.Ed.**

Instructor, ACA

**LaKisha Cherry, M.S.**

Administrative Assistant

**Edwin Franklin, M.S.**

Instructional Coordinator, Developmental English

**Regina Garcia, M.A.Ed.**

Instructor, English and Humanities - DEV

**Rebecca Knapp, B.S.**

Instructor, Developmental Math

**Jennifer Leigh, B.A.**

Instructor, Developmental English

**Glynis Mullins, M.A.Ed.**

Instructional Coordinator, Developmental Math

**Dustin Sharp, M.A.Ed.**

Instructor, Developmental Math



**Sallie Stone, M.A.Ed.**

Instructor, English and Humanities - DEV

**Cheri White, M.A.Ed.**

Achievement Coach; Instructor, Developmental English

### Health Sciences Division

**Donna V. Neal, M.A.Ed., RRT, RCP**

Dean, Health Sciences Division

**Heidi Albertson, B.S., RT(R)(T), CMD**

Instructor, Medical Dosimetry

**Chastity Bass, A.A.S., C.M.A. (AAMA)**

Instructor, Medical Assisting

**Madeline Beamon, BSRS, R.T (R)(T)**

Instructor, Radiography

**Lynne Braxton, M.S.N., R.N., CDE**

Instructor, Nursing

**Tavondia Burdett, M.A., R.N.**

Instructor, Nursing

**Leslie (Craig) Carico, B.S., EMT-P, NCOEMS Level II  
Instructor**

Program Director, Emergency Medical Science

**Scott J. Clinefelter, CNMT, RTN, M.A.Ed.**

Program Director, Nuclear Medicine Technology & PET

**Tina Clinefelter, R.T. (R), (CT), (MR), M.S.**

Program Director, CT/MRI Technology

**Kendall Commodore, B.S.R.T., RRT, RCP**

Clinical Coordinator, Respiratory Therapy

**Heather F. Costanzo, B.S., RDMS, RDCS, RVT**

Program Director, Medical Sonography/ Echocardiography

**Pamela Dail, M.A.Ed., M.S.N., R.N.**

Instructor, Nursing

**Mary F. Daniel, M.A.Ed., RT-R(M)(BS)**

Program Director, Radiography and Breast Imaging

**Carolyn (Renee) Dawson, B.F.A., COTA/L**

Instructor, Occupational Therapy Assistant

**Tamara Flynn, B.S., RHIA, CHTS-IM**

Clinical Coordinator, Health Information Technology

**Candace Frye, M.A., LMBT**

Program Director, Therapeutic Massage

**Crystal Gooding, B.S., RHIA, CPMA**

Instructor, Health Information Technology

**Kelly Graham, B.S.**

Administrative Assistant

**Kimberly Grant, M.A., RT(R)(T)**

Clinical Coordinator, Radiation Therapy Technology

**Teresa W. Griffith, M.A.Ed., CNMT, PET**

Instructor, Nuclear Medicine Technology & PET

**Tommianna Haihcock, Ed.S., COTA/L**

Fieldwork Coordinator, Occupational Therapy Assistant

**Christine Harris, A.A.S., C.M.A. (AAMA)**

Instructor, Medical Assisting/CPR Coordinator, CTC  
Training Center

**Keela Johnson, M.S.N., R.N.**

Instructor, Nursing

**Kelli Jones, M.S.N., R.N.**

Instructor, Nursing

**Terra Jones, M.A.**

Health Sciences Admissions Specialist

**Kimberly Jordan, B.S.B.A.**

Administrative Assistant

**Alison Knox, M.S.N., R.N.**

Instructor, Nursing

**Shawne Llewellyn, M.S.N., R.N., F.N.P.**

Instructor, Nursing

**Allison Manning-Moore, B.S., RDMS, RVT**

Clinical Coordinator, Medical Sonography

**Susan Moore, B.S., CNMT**

Clinical Coordinator, Nuclear Medicine Technology

**Valerie R. Opphile, B.S., RT(R)**

Clinical Coordinator, Radiography

**Candace Peaden, B.A., NREMT-P, NCOEMS Level I  
Instructor**

Clinical Coordinator, Emergency Medical Science

**Wendy Perrini, M.S., OTR/L, CHT**

Program Director, Occupational Therapy

**Theresa R. Rawls, M.S.**

Health Sciences Admissions Specialist

**Karen Speight, B.S., RT(R), RDMS, RVT**

Instructor, Medical Sonography

**Jeanette Spence, M.S.N., R.N.**

Instructor, Nursing

**Elaine Spencer, M.A., RT(T)**

Program Director, Radiation Therapy Technology & Medical  
Dosimetry

**Crystal Spruill, B.S.R.T., RRT, RCP**

Instructor, Respiratory Therapy

**Jeffrey (Ryan) Spruill, B.S. RPSGT**

Clinical Coordinator, Polysomnography

**Krystal Sugg, A.A.S., A.S., C.M.A.(AAMA)**

Program Director, Medical Assisting

**William (Rusty) Sugg, B.A.S., RRT-NPS, RRT-ACCS, RCP**  
Program Director, Respiratory Therapy

**Elizabeth DeJesús Toderick, D.N.P., M.S.N., R.N., CNE**  
Director, Nursing

**Ashleigh Walker, M.A.Ed., RHIA, CCS-P**  
Program Director, Health Information Technology

**Bruce Warrender, BSRC, RRT, RPSGT, RST**  
Program Director, Polysomnography

**Alicia (Nikki) Weber, A.A.S., RDCS**  
Clinical Coordinator, Echocardiography

**VACANT**  
Instructor, Nursing

### Public Services and Fine Arts Division

**Daniel Mayo, Ed.D.**  
Dean, Public Services and Fine Arts Division

**Matthew Amante, M.F.A.**  
Instructor, Fine Arts Program

**Kim Barber, M.S.W, LCSW**  
Coordinator, Human Services Technology/Gerontology

**Raymond Bennett, B.S.**  
Instructional Coordinator, Basic Law Enforcement Training

**Lynda S. Civils, M.S.**  
Department Chair, Human Services Technology

**Vicki Coleman, J.D.**  
Department Chair, Paralegal

**Gina C. Cox, M.F.A.**  
Instructor, Fine Arts Program

**Miranda Dunn, M.A.Ed.**  
Instructor, Early Childhood Education

**Faith P. Fagan, B.S.**  
Administrative Assistant II, Public Services and Fine Arts

**Thomas Forrest, B.S., M.J.A.**  
Director, Basic Law Enforcement Training

**Christopher Harrison, M.A.**  
Instructor, Criminal Justice

**Cara N. Herrington, M.S., LPCS, CRC-MAC, LCAS, CCS**  
Instructional Coordinator, Human Services Technology/  
Substance Abuse

**Stacy Jarrell, B.F.A.**  
Instructor, Graphic Arts/ Advising and Graphic Design

**David Johnson**  
Instructor, Law Enforcement Training

**Sherri K. Joyner, M.S.**  
Department Chair, Criminal Justice Technology

**Mike Nicholson, M.A.**  
Instructor, Criminal Justice

**Lisa Peralta, M.S., CRC, LPC, LCAS, CCJP**  
Instructor, Human Services Technology/  
Substance Abuse

**Melissa D. Rees, M.S.**  
Department Chair, Early Childhood Education

**Michael Stephenson, M.M.**  
Coordinator, Music and Drama

**Dawn Vaughan, M.S.**  
Instructor, Criminal Justice

**Charity Valentine, M.F.A.**  
Department Chair, Fine Arts Program

**Eleanor M. Willard, Ph.D.**  
Department Chair, Graphic Arts

**Wendy Wooten, B.S.**  
Administrative Assistant I, Basic Law Enforcement Training

**Christopher Young**  
Instructor, Paralegal Technology

**VACANT**  
Instructional Coordinator, Human Services Technology -  
Nursing Assistant

**VACANT**  
Program Coordinator, Recreational Therapy Assistant

### Continuing Education and Community Development

**Kristin S. Braswell, Ed.D.**  
Dean, Continuing Education Division

**Doug Bennett, B.S.**  
Instructional Coordinator, BLET

**Shareen Berkowitz, A.A.S.**  
Counselor, Small Business Center

**Sidette Boyce Brown, B.S., M.A.**  
Director, Healthcare Programs

**Lorri Brewer, A.A.S.**  
Administrative Assistant, Fire/EMS Programs

**Sherry Bullock, A.A.S.**  
Administrative Assistant II to the Dean of Continuing Education

**Zachary Cleghorn, B.S.**  
Instructor/Coordinator, Industrial Instruction

**Jack Cote, M.A.**  
Director, Fire and Emergency Services Programs

**Karen Davis, M.A.**  
Coordinator, Human Resources Development

**Wendy Dunbar, B.S.**  
Administrative Assistant, Small Business Center



**Jim Ensor, C.P.P., B.S., M.B.A.**

Director, Small Business and Entrepreneurship

**Thomas Forrest, B.S., M.J.A.**

Director, BLET

**Tonya Forrest, R.N.**

Instructor, Nursing Assistant Program

**Mary Higgs**

Administrative Assistant, WIOA

**David Johnson**

Instructor, Specialized Firearms DOC Firearms

**Jerry L. Jones, M.S., M.L.**

Director, Business and Industry Services

**Deneen Lawrence, A.A.S., B.S.**

Administrative Assistant, Healthcare Programs

**Ernis Lee, B.A.**

Director, College Outreach

**Alexandria McCoy, A.A.S.**

Administrative Assistant, Law Enforcement

**Elizabeth Midyette, B.S.**

Administrative Assistant, Business and Industry Services

**Angela Jones Moore**

Registration Technician

**Kellie Mozingo**

Coordinator, Law Enforcement and Detention Officer Training

**Mekenzie Newkirk, A.A.S.**

Coordinator, Fire/Rescue Training

**Gail Nichols, C.P.P., B.S.**

Coordinator, Entrepreneurial Education

**Lisa Webb, C.P.P., B.S.**

Coordinator, Community Development

**Wendy Wooten, B.S.**

Administrative Assistant, BLET

**VACANT**

Coordinator, CNA Programs

**OFFICE OF THE VICE PRESIDENT OF  
ADMINISTRATIVE SERVICES**

**Rick Owens, M.B.A.**

Vice President, Administrative Services

**Connie S. Lloyd, B.S., C.B.M.I.**

Internal FTE Auditor

**Julie H. Moseley**

Administrative Assistant III, Vice President Administrative Services

**Campus Police**

**Tyrone Turnage, Jr., BLET Certified, A.A.S., B.S.**

Chief of Police, Campus Police

**Issac Barrett, BLET Certified**

Campus Police Officer II

**Tinesha Cox**

Dispatcher/Administrative Assistant I, Campus Police

**Gary Davis**

Campus Police Officer

**Donna C. Huggins, A.A.S.**

Dispatcher/Administrative Assistant I, Campus Police

**Shawn Meeks, B.S.**

Campus Police Officer II

**Kenton Ross, B.S.**

Campus Police Officer I

**Terry Williams, BLET Certified**

Police Sergeant, Campus Police

**VACANT**

Campus Police Officer

**VACANT**

Police Captain, Campus Police

**Facilities Services**

**Timothy Strickland**

Director, Facility Services

**Ricky Arrington**

General Maintenance Assistant

**Nicole Blackshear Juarez, A.A., A.A.S.**

Office Manager

**Kelvin Cox**

General Maintenance Assistant

**George Dupree, A.A.S.**

General Maintenance Technician II

**Jerry Garris**

Coordinator of Operations Management

**Steve Jordan**

General Maintenance Technician I

**Richard Joyner**

General Maintenance Technician II

**Oswald "Buddy" Lewis**

General Maintenance Technician

**Timothy Moore, Electrical License, Diploma**

Assistant Director of Facilities Management

**Samuel Ristow**

General Maintenance Technician

**Stephenie Stox**

Information/Receptionist/Clerk, Facilities Services

**Information Technology & Services**

**Ernest L. Simons, III, CGCIO, M.B.A.**

Assistant Vice President, Information Technology and Services

**Khalid Abdelfattah, B.S., M.S.**

Senior Application Programmer/Analyst

**Kris Anderson, B.S.**

Help Desk Supervisor

**Brian Bothern, A.A.S., CNA**

Senior System Administrator, Administrative Computing Services

**Jason K. Bratton, A.A.S.**

Information Technology Analyst, Computer Support

**Natasha Ellis, B.A., M.S.**

Systems Administrator, Administrative Computing Services

**Kirk Grice, A.A.S.**

Systems Administrator, Infrastructure Services

**Richard Grimes, A.A.S.**

Technology Coordinator/Information Systems, Computer Support

**Karen LeMoine, B.S., CCNA, CCAI**

Network Administrator, Infrastructure Services

**William R. Lewis, II, B.S.**

Director, Infrastructure Services

**Paul Lilley, A.A.S.**

Systems Administrator - PC Support, Computer Services

**Jamelle Matthewson, A.A.S.**

Network Technician, Infrastructure Services

**Michael Mayo, A.A.S.**

Tech Specialist/Personal Computer Technician, Computer Support

**Kathryn T. Minnick, A.A.S.**

Administrative Assistant, Assistant Vice President, Information Technology and Services

**Jeremy Morris, B.S., M.S., CCAI**

Coordinator, IT Research & Project Management

**Sandy Rose, A.A.S.**

Help Desk Operator

**Monique Saunders, B.S.**

Systems Administrator, Administrative Computing Services

**Colin Stonerock, A.A.S.**

Personal Computer Technician, Computer Support

**Billy Vines, A.A.S.**

Systems Administrator, Infrastructure Services

**Wes Wooten, A.A.S., B.S.B.A., A.B.A.**

Director, Computer Support

**VACANT**

Director, Administrative Computing Services

**VACANT**

Network Technician, Infrastructure Services

**Inventory Control/Courier Services**

**Scott Chauncey, B.S.B.A.**

Manager, Inventory Control/Courier Services

**Lillie Andrews, A.A.S.**

Courier Services Technician

**Ashleigh Arp, A.A.S.**

Administrative Assistant I, Equipment and Inventory

**Rudy Lloyd, B.S.**

Courier Services Technician

**Roy Wooten**

Courier Services Technician

**VACANT**

Equipment and Inventory Control Officer

**OFFICE OF THE CHIEF FINANCIAL OFFICER**

**Ricky D. Brown, M.B.A.**

Chief Financial Officer

**Jane Alligood, B.S.**

Director, Purchasing and Contracts

**Queen Boyd**

Copy Center Technician

**Laura Neal Brown, B.S.**

College Store Technician

**Kelly J. Clark, A.A.S.**

Administrative Assistant, Chief Financial Officer

**Frances Daugherty**

Head Cashier

**Paula Dickens, A.A.S.**

Accounting Technician

**Holly Edwards, B.S.B.A.**

Manager, College Store

**Ginger Ferrell, A.A.S.**

Accounting Technician

**Becky Godley**

Payroll Technician

**Pat Hardee, A.A.S.**

P-Card Administrator



**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.B.A.**  
Accounts Receivable Technician II

**Angie Peaden, A.A.S.**  
Staff Accountant

**Julie Peaden**  
Payroll Manager

**Sandra Richardson**  
Purchasing Technician

**Gloristeen Roberson, A.A.S.**  
Manager, Copy Center

**Alton Tyre**  
College Store Technician

**Stephen Venters, A.A.S.**  
Assistant Manager, College Store

**Samantha Whitehurst, B.S.**  
Accounts Payable/Travel Technician

**Tracey Yarborough, A.A.S.**  
Accounts Receivable/Cashier Supervisor

#### OFFICE OF THE VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT

**Susan Q. Nobles, M.Ed.**  
Vice President, Institutional Advancement

**John Bacon, B.S.**  
Annual Fund/ Alumni Director

**Stephanie Brown, B.A.**  
Media Relations Specialist

**Marianne K. Cox, M.A.Ed.**  
Assistant Vice President, Institutional Advancement

**Lisa B. Elmore, CEOE, A.A.S.**  
Administrative Assistant III, Institutional Advancement

**Tamsey Evans, B.S.**  
Administrative Assistant I, Institutional Advancement/  
VISIONS Programs

**Rob Goldberg, B.A.**  
Director, Media Relations

**Erin Greenleaf, B.A.**  
Events Specialist

**Steffen McGhee, M.S.W.**  
Coordinator, VISIONS College Coordinator

**Beth Perkins, M.S.**  
Marketing Specialist

**Erin Perkins, B.S.**  
Administrative Assistant I, Data Specialist

**Jane Power, B.I.D.**  
Director, Marketing

**Georgia "Beth" Sigmon, B.A.**  
Development Director/Campaign Coordinator

**Newton Smith, B.F.A.**  
Marketing Specialist

**Rebecca Warren, B.S.**  
Coordinator, VISIONS/High School Programs

#### OFFICE OF THE VICE PRESIDENT OF STUDENT DEVELOPMENT SERVICES

**Johnny M. Smith, Ed.D.**  
Vice President, Student Development Services

**Karen Albright, M.S., CRC, LPC, LCASA**  
Admissions Counselor

**Connie Blake, B.S.B.E.**  
Assistant Registrar

**Lee Bray**  
Assistant Director, Financial Aid Services

**Janet Brewer, A.A.S.**  
Financial Aid Assistant

**Phylcia Bridgers, B.S., M.S.**  
Admissions Counselor

**Dollie A. Brown, A.A.S.**  
Admissions and Records Specialist

**John Carrere, B.S.**  
Recruitment, Retention and Advising Specialist

**Angela Cline, M.P.A.**  
Registrar

**Angela Council, B.S.**  
Admissions and Records Specialist

**Phyllis Dixon, A.A.S.**  
Administrative Assistant I, Financial Aid

**Angelene R. Dixon-Green, A.A.S.**  
Administrative Assistant I, Counseling

**Cicoira Drummond, B.S.**  
Financial Aid Assistant

**Pamela Edwards, M.A.Ed.**  
TRiO: Academic Specialist Math

**Lynn Griffin, B.S.B.E.**  
NCWorks Career Coach

**Lenora Harvey, A.A.S., B.S.**  
Administrative Assistant II, Disability Services

**Jennie Harp, A.A.S., B.S., M.Ed.**  
Student Engagement Specialist/Women's Softball Coach

**Jessica Hill**  
Switchboard; Administrative Assistant I, Admissions and Records

**Rosemary Johnson, M.B.A.**  
Financial Aid Assistant

**Jeffrey Jones, B.S.**  
Administrative Assistant, Disability Services

**Kelsey Jones, A.A.**  
Administrative Assistant, Financial Aid

**Rhonda Jones, A.A.S.**  
Admissions and Record Specialist

**Lisa Kelley, A.A., B.S.W., M.S.**  
Director, Disability Services

**Travis Kinsey, M.Ed.**  
Director, TRiO Programs

**Barbara Manning, B.A.**  
Financial Aid Assistant

**Dawn Manning, B.S.**  
Athletics Director, Athletics

**Norma Manning, B.S.**  
Financial Aid Assistant

**Amelia Martin, B.A., M.A.Ed.**  
Student Support Manager

**Jeanene McBride, B.A., M.B.A.**  
NCWorks Career Coach

**Kimberly Moody**  
EOC Outreach Specialist, TRiO

**April L. Moore, B.S.B.E.**  
Administrative Assistant III, Vice President, Student Development Services

**Tonya A. Moye, A.A.S.**  
Financial Aid Assistant

**Darrick Mullins, B.S.**  
Student Activities and Coburn Center Coordinator

**Danielle Norman, M.S.**  
Admissions Counselor

**Starleena Peel Fornis, A.A.S.**  
Administrative Assistant I,  
Data Specialist/ Student Support Services

**Vanessa Pippen, B.A.**  
TRiO EOC Coordinator

**Danielle Poyner, M.P.A.**  
Admissions and Records Coordinator

**Douglas Quinn, B.S.**  
Veteran's Service Specialist

**Kimberly Riddick, M.B.A.**  
Admissions Counselor

**Kakisha Roberson, A.A.S.**  
Admissions and Records Specialist

**Sonji Rowsom, B.S.**  
Coordinator, Veterans Affairs

**Sandra Saunders-Smith, M.S.**  
EOC Outreach Specialist, TRiO

**Jasmin Spain, M.Ed.**  
Assistant Vice President, Student Development and Community Standards

**Katelynn Speas, M.S.**  
Student Activities Coordinator

**Amy Staton, B.S.**  
TRiO Academic Specialist, English/Reading

**Olivia Sutton, M.S.**  
Lead Counselor

**Mary Tyson, B.S.**  
Financial Aid and Enrollment Services Specialist

**Mecca Waller, M.S.**  
Admissions Counselor

**Kim Waters, M.S.**  
Program Counselor, TRiO

**Kimberly Williamson, Ed.D.**  
Assistant Dean, Counseling and Student Services

**Jason Wood, B.S.**  
Student Recruitment Specialist and Assistant Baseball Coach

**VACANT**  
Director, Financial Aid Services



## 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 place to place these applicants selectively. For admissions information call (252) 493-7232.

### General Admissions

The basic requirements for curricular programs are as follows:

1. The College requires high school graduation or the high school equivalency diploma for all Associate in Arts, Associate in Fine Arts, and 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:

Building Construction Technology:  
Residential Carpentry (diploma option)

Electrical Systems Technology:  
Basic Wiring (certificate option)  
Industrial Controls (certificate option)  
Programmable Logic Controllers (certificate option)

Welding Technology (diploma and certificate options)

2. All applicants must provide a valid Residency Certification Number (RCN) issued by the state of NC. Student wishing to obtain an RCN may visit [www.ncresidency.org](http://www.ncresidency.org).
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 postsecondary 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 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 I, Geometry, Algebra II (or the Common Core equivalent) and one additional math course.

Effective October 1, 2014 students waivers are available 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. Visit the Placement Testing portion of the PCC website to view the minimum cuts score policy for SAT/ACT. 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.

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 will to acquaint the student with the College and to help the student make a wise choice in program selection.
5. All first-time freshmen are required to meet with an admissions counselor before attending mandatory New Student Orientation (NSO).
6. All first-time freshmen student are required to complete a New Student Orientation (NSO) before registering for classes. These sessions are designed to provide students with the tools needed to be successful at PCC. Students also learn about various support services offered at the college. Orientation sessions occur periodically throughout the year either face-to-face or online.

### 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. 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. However, they may obtain their high school diplomas either through the NC Community College adult high school diploma program or through its High School Equivalency (GED®) program.

Visit <https://ncadmin.nc.gov/about-doa/divisions/division-non-public-education>

### 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. **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 courses. Find additional information on the PCC website at <https://pittcc.edu/admissions/student-orientation/>.

## 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, developed by the PCC Information Systems Technology Department, is only available through PCC. Computer Skills placement scores are not transferable to another school.

Placement testing takes place 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 receive a referral to the Disability Services Director. A completed PCC application must be on file in order to schedule a placement testing appointment. A picture I.D. is required for testing. Children are not allowed in the testing lab. Students may also complete the placement test at the PCC Farmville Center by appointment.

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 - Linux (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)
- Students meet Multiple Measure waiver requirements.

## 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 places 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.

## College Level Exam Program (CLEP) Testing

The Placement Testing Office also offers CLEP exams. 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. Individuals must schedule 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. PCC's CLEP policy is as follows:

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 College Board to PCC) can be requested by visiting The College Board website at <https://www.collegeboard.org/> 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 the 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 three 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 Certification

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

Course(s)	Certification
<b>Found in: Information Technology Programs (A25590)</b>	
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+

PCC also awards credit for the following credentials. To receive course credit, submit an original copy of the credential to the Registrar's Office.

- Basic Correctional Officer Training Course (BCOT)\*
- Basic Law Enforcement Training Certificate (BLET)
- Certified Nursing Assistant (CNA)

Course(s)	Credential
<b>Found in: Criminal Justice Technology Programs (A55180 &amp; A5518B)</b>	
CJC 141 Corrections CJC 225 Crisis Intervention CJC 233 Correctional Law	BCOT*
CJC 120 Interviews/Interrogations CJC 131 Criminal Law CJC 132 Court Procedure & Evidence CJC 221 Investigative Principles CJC 231 Constitutional Law	BLET
<b>Found in: Human Services Technology Programs (A45830, A4538B, and A4538E)</b>	
HSE 215 Health Care	CNA

\* Source: Numbered Memo CC17-055 dated 11/20/2017

### Health Sciences Admissions

Health sciences programs have special admissions requirements. This is necessary because these programs are limited in the number of students admitted each year. Guidelines and requirements for admission into the health sciences programs are available from the health sciences admissions specialists. All applicants to these programs receive placement in the Associate in General Education (AGE) major (A10300) pending acceptance into a health sciences program. Health sciences admissions specialists are located in the Fulford Building.

Telephone: (252) 493-7473. E-mail: [hltscadm@email.pitcc.edu](mailto:hltscadm@email.pitcc.edu).

The Pitt Community College health sciences programs are as follows:

- Advanced Medical Coding
- Associate Degree Nursing
- Breast Sonography
- Cardiovascular Sonography/ Echocardiograph
- Computed Tomography and Magnetic Resonance Imaging Technology
- Emergency Medical Science
- Health Information Technology
- Mammography
- Medical Assisting
- Medical Dosimetry
- Medical Sonography
- Nuclear Medicine Technology
- Occupational Therapy Assistant
- Polysomnography
- Positron Emission Tomography
- Radiation Therapy Technology
- 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 12 months 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.

Applicants with an expired Residency Certification Number (RCN) must reapply for residency at [www.ncresidency.org](http://www.ncresidency.org) before being readmitted.

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 the 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, students must enroll in a program.

## Non-Degree Curriculum Credit

Students may enroll in available courses from different curricula for possible transfer or self-improvement. The classification of these students is as Special Credit students (T90990).

## Provisional Admissions

A student applying too late to complete pre-entrance requirements may receive admission as a provisional student. In such cases, all requirements must be complete 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 and 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 considers 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 GPA 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.
3. To maintain eligibility for continued enrollment, students must:
  - Continue to make progress toward high school graduation
  - Maintain a 2.0 in college coursework after completing two courses.



## Under the Career and College Promise Program Policy, high school students cannot enroll in developmental courses at the College.

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 89-197).

For further information about Career and College Promise, call (252) 493-7408, (252) 493-7663 or (252) 493-7745 or visit Trailer 23.

For more information, visit the PCC Career and College Promise web site:

<https://pittcc.edu/academics/high-school-programs/career-and-college-promise-ccp/> for more details.

### International Student Admissions

Pitt Community College 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 applies 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 also have attached (1) a certified English translation and (2) course descriptions if requesting transfer credit.
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 76 on the internet Based Test (IBT), 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 PCC Global at (252) 493-7480 or visit <https://pittcc.edu/academics/pcc-global/>.

### Policy Statement of 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 2018-2019 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*

### TUITION, FEES, AND OTHER EXPENSES

Financial support from local, state, and federal sources allows each student an educational opportunity at minimum cost. The North Carolina General Assembly sets tuition, which 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. American currency is the only acceptable form of payment for tuition, fees, and other expenses.

## Tuition

***Please Note:*** The North Carolina General Assembly sets tuition, which is subject to change without notice.

### Fall, Spring, and Summer Semester Full-time Tuition (As of this printing, July 2018)

All North Carolina residents enrolled for sixteen (16) or more curricular credit hours receive a maximum tuition charge of \$1,216.00 per semester (\$76.00 per credit hour).

### Part-Time Tuition

The tuition charge for North Carolina resident curricular students is \$76.00 times the number of credit hours for which the student enrolls. Example: Six (6) credit hours x \$76.00 equals \$456.00.

### 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 \$4,288.00 per semester for full-time enrollment. For part-time students, the fee is \$268.00 per credit hour.

## New Centralized Residency Process

In 2013, the North Carolina General Assembly (SB 402) instructed the educational entities in North Carolina to work collaboratively to create a centralized process for determining residency for the purpose of tuition and administration of state financial aid. These entities included the University of North Carolina General Administration (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina Independent Colleges and Universities (NCICU), and the North Carolina State Education Assistance Authority (NCSEAA).

College Foundation, Inc. (CFI) was selected by these educational entities to help develop the statewide Residency Determination Service. The agency's selection was based on their experience and expertise in executing annual updates to a majority of the North Carolina college and university admissions applications, as well as managing the dissemination of state grants to students attending North Carolina public and private institutions, CFI was also selected to serve as the administrator of the Residency Determination Service.

Under the leadership of the Higher Education Collaborative Advisory Committee (HECAC), representatives from the North Carolina education entities worked together for approximately three years to develop the Central Residency Determination Service. The North Carolina Community College System implemented the Residency Determination Service (RDS) in phases from May 2017 – October 2017.

Pitt Community College implemented RDS on October 23, 2017. North Carolina Independent Colleges and Universities implemented the Residency Determination Service on December 5, 2016 and the North Carolina public colleges and universities implemented on February 20, 2017.

The Residency Determination Service will provide four separate processes to reach a residency classification. Most students will only be required to complete the Initial Consideration process. The Reconsideration and Appeal processes are for those students who experience a change in circumstances (reconsideration) or who have not had a change in status and believe their residency classification is incorrect (appeal).

**All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency website at [www.ncresidency.org](http://www.ncresidency.org) for more current details regarding the North Carolina Residency Determination Service, processes and required residency guidelines.**

## 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 \$26.00 per semester and \$20.00 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. Report all accidents to the Vice President of Student Development Services within 24 hours of the accident. The premium for accident insurance is subject to change annually.

### Professional Liability Insurance

Students enrolled in various programs are required to purchase professional liability insurance and encouraged to purchase health insurance prior to clinical practice or work-based learning experiences.



## Tuition and Fees Effective 2018 Spring Semester

### Resident Student

Credit Hours	Cost per Credit Hour	Activity Fee*	Technology Fee	Access Fee*	Accident Insurance	Total Amount <sup>+</sup>
1	\$76.00	\$26.00	\$16.00	\$15.00	\$1.20	\$134.20
2	\$152.00	\$26.00	\$16.00	\$15.00	\$1.20	\$210.20
3	\$228.00	\$26.00	\$16.00	\$15.00	\$1.20	\$286.20
4	\$304.00	\$26.00	\$16.00	\$15.00	\$1.20	\$362.20
5	\$380.00	\$26.00	\$16.00	\$15.00	\$1.20	\$438.20
6	\$456.00	\$26.00	\$16.00	\$15.00	\$1.20	\$514.20
7	\$532.00	\$26.00	\$16.00	\$15.00	\$1.20	\$590.20
8	\$608.00	\$26.00	\$16.00	\$15.00	\$1.20	\$666.20
9	\$684.00	\$26.00	\$16.00	\$15.00	\$1.20	\$742.20
10	\$760.00	\$26.00	\$16.00	\$15.00	\$1.20	\$818.20
11	\$836.00	\$26.00	\$16.00	\$15.00	\$1.20	\$894.20
12	\$912.00	\$26.00	\$16.00	\$15.00	\$1.20	\$970.20
13	\$988.00	\$26.00	\$16.00	\$15.00	\$1.20	\$1,046.20
14	\$1,064.00	\$26.00	\$16.00	\$15.00	\$1.20	\$1,122.20
15	\$1,140.00	\$26.00	\$16.00	\$15.00	\$1.20	\$1,198.20
16	\$1,216.00	\$26.00	\$16.00	\$15.00	\$1.20	\$1,274.20

\*Note: For summer term, the Activity Fee is reduced to \$20.00 and the Access fee is reduced to \$10.00.

<sup>+</sup>Note: Some classes may have additional fees.

### Non-Resident Student

Credit Hours	Cost per Credit Hour	Activity Fee*	Technology Fee	Access Fee*	Accident Insurance	Total Amount <sup>+</sup>
1	\$268.00	\$26.00	\$16.00	\$15.00	\$1.20	\$326.20
2	\$536.00	\$26.00	\$16.00	\$15.00	\$1.20	\$594.20
3	\$804.00	\$26.00	\$16.00	\$15.00	\$1.20	\$862.20
4	\$1,072.00	\$26.00	\$16.00	\$15.00	\$1.20	\$1,130.20
5	\$1,340.00	\$26.00	\$16.00	\$15.00	\$1.20	\$1,398.20
6	\$1,608.00	\$26.00	\$16.00	\$15.00	\$1.20	\$1,666.20
7	\$1,876.00	\$26.00	\$16.00	\$15.00	\$1.20	\$1,934.20
8	\$2,144.00	\$26.00	\$16.00	\$15.00	\$1.20	\$2,202.20
9	\$2,412.00	\$26.00	\$16.00	\$15.00	\$1.20	\$2,470.20
10	\$2,680.00	\$26.00	\$16.00	\$15.00	\$1.20	\$2,738.20
11	\$2,948.00	\$26.00	\$16.00	\$15.00	\$1.20	\$3,006.20
12	\$3,216.00	\$26.00	\$16.00	\$15.00	\$1.20	\$3,274.20
13	\$3,484.00	\$26.00	\$16.00	\$15.00	\$1.20	\$3,542.20
14	\$3,752.00	\$26.00	\$16.00	\$15.00	\$1.20	\$3,810.20
15	\$4,020.00	\$26.00	\$16.00	\$15.00	\$1.20	\$4,078.20
16	\$4,288.00	\$26.00	\$16.00	\$15.00	\$1.20	\$4,346.20

\*Note: For summer term, the Activity Fee is reduced to \$20.00 and the Access fee is reduced to \$10.00.

<sup>+</sup>Note: Some classes may have additional fees.

### 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

Official transcripts are available at 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. Students can choose to receive transcripts through electronic delivery, U.S. Postal mail, or picked up in person.

### Textbooks and Supplies

The cost of textbooks and supplies varies according to the program of study. Students receive this information when they register for classes via a link on our website. These items are available for purchase 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.

Inclusive Access Fees: Some textbook and/or supply fees, may be included when a student pays tuition. The Inclusive Access program includes a fee that provides students with the materials needed for class.

### Lab Fees

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 applies for checks received by the college that have been returned for nonsufficient 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. In addition, 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 Student Success Navigator, Academic Advisor 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 fails to maintain measurable satisfactory academic progress resulting in the 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, 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. 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.



## Policy for Military Members Called to Active Duty Status While Enrolled

Upon the request of the student, PCC will grant a full refund of tuition and fees to active duty military personnel who are called to active duty or who have received temporary or permanent reassignment making it impossible for them to complete their course requirements. This policy also applies to military reservists and National Guard personnel called to active duty. Student must submit a copy of their military orders to the Registrar's office. The student will then be withdrawn from classes with a full refund of tuition and fees. The College bookstore will also buy back textbooks to the extent allowable under the bookstore's buy back procedures. Coursework will be transcribed as an Official

Withdrawal (OW), but will not count towards the eight Official Withdrawals allowed under PCC's Official Withdrawal Policy. National Guard service members placed onto State active duty status while enrolled will be given an excused absence for the period of time the student is on active duty and will be allowed to make up any test or other work missed. In cases where work cannot be made up, (for example, for clinical requirements in Health Sciences programs that may not be rescheduled) students will receive a refund of tuition and fees for the course and will be allowed to re-enter the program and re-enroll as soon as the class is offered again. Students must communicate with the course instructor before leaving on active duty and should consult with each instructor to develop a plan for making up missed tests or coursework.

# 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.

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 and/or weekend 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 of 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 multiple formats including traditional sixteen week semesters as well as shorter terms, 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 Evening and Weekend coordinator at (252) 493-7830.

## Registration

### Prior to Class Registration

Before registering for classes, review the general catalog online as well as the class schedule posted on the website at [pittcc.edu](http://pittcc.edu).

After you have reviewed the degree requirements and suggested course sequence for your program, you should meet with your academic advisor to develop a Student Educational Plan (SEP). If

you have attended another college, be sure that you have requested an official transcript be sent to the Registrar's office at PCC so that you may receive credit for coursework already completed. The name of your advisor was mailed to you. Your advisor's information is also listed in your myPittCC account, in the "PCC Services" area. Once you have met with your advisor to discuss your course schedule, you are ready to register.

### How to Register

There are two ways to register at PCC. Whichever method you choose, you should always print out a copy of your schedule after registering by logging into myPittCC and going to the PCC Services area.

#### 1. Web Registration (recommended method):

- Log in to your myPittCC account (see previous page)
- Click on the PCC Services link
- Choose "Search/Register for Sections" to find classes that meet your criteria.

#### 2. Walk-In Registration

- Meet with your advisor and prepare your class schedule
- Your advisor will enter your schedule at his/her computer terminal.

### When to Register

Registration start dates are posted on our website on the Academic Calendar and on the Registration Information page. These pages may be accessed by going to [www.pittcc.edu](http://www.pittcc.edu) and clicking on the Get Started link at the top of the page.

It is to your advantage to register for classes as soon as registration opens for a term. During the first 3 days of each registration period currently enrolled students may register for classes **online only**. (If you prefer to meet with your advisor to create your schedule, you will need to wait until the 4<sup>th</sup> day of the registration period.) Creating your schedule early means a greater likelihood that you will be able to register for your first choice classes. It also means avoiding the potentially long lines that can appear later on in the registration cycle.

Take careful note of the payment deadline that are posted on our website. *Students who do not pay tuition and fees by the posted deadlines run the risk of having their schedule deleted from our system.*

## Waitlist Courses

Waitlisting allows students' placement on a waitlist for classes closed because all seats are full. When and if a seat opens up, the next student on the waiting list will receive a waitlist offer through their myPittCC email account.

Here are some important things to know about Waitlisting:

- Not all classes have a waitlist option. A link for a list of waitlisted classes is located on the Registration Information Page.
- Students may only waitlist only one section of the same class.
- The waitlist is on a first come, first serve basis unless otherwise specified by Department Chair.
- Students can waitlist eligible classes during Priority Registration only if the class (es) have reached capacity.
- Offers to register for waitlisted classes with begin to students on the date ALL students can register during Priority Registration. Offers will end one day prior to the last day of Priority Registration.
- Once the offer is made to the student, the student will have **24 hours** to register for the waitlisted class through WebAdvisor or with an Academic Advisor. The offer will expire after 24 hours and the offer moves to the next student on the waitlist.
- Students can see their waitlisted class in WebAdvisor under their Class Schedule but cannot see the waitlisted classes on their printed Registration Statements.

## Schedule Purges

Students must pay for all classes by the designated payment date to avoid having their schedule purged (deleted) from the system. Please check our website at [www.pittcc.edu](http://www.pittcc.edu) for the Priority and Walk-In Registration payment dates.

## Auditing Courses

Students may audit a course on a space available basis. Audit students do not receive a letter grade, academic credit, continuing education unit, or certificate of completion. Participation in class discussion and examinations is at the option of the student, but audit students are expected to adhere to the same attendance policy as regular students. Audited courses are included on the student transcript.

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. An audit cannot be changed to credit, nor credit to audit, after the deadline for adding courses. Audited courses are not included for financial aid or veteran's benefits. Some courses cannot be audited and some may have special requirements. Contact the appropriate academic department head or dean for more information. Fees for audited courses are the same as for regular students.

**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.**

## Special Provision for Senior Citizens Auditing Courses

Individuals who are at least 65 years of age as of the start date of the audited course are waived from paying tuition fees for an audited course. These individuals are required to pay the all other local fees associated with the course and must provide proof of age through a driver's license, State identification card, or other government-issued document. All other provisions for auditing courses also apply to senior citizen audits (see above).

## 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 Developmental Reading & 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 075, 085 and 095 have been replaced by a series of 8-week courses: DRE 096, 097, and 098. 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. Students who exceed the allowed number of absences will receive an "R" (re-enroll) grade for 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 affect the cumulative GPA.

Students must repeat any modules they do not pass before they can go on to the next course in the sequence.

## 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 must enroll in and successfully complete ACA 111 or ACA 122.

*NOTE: ACA 122 is specifically designed for students who plan to transfer to a four-year institution. Students pursuing an Associate in Arts, Associate in Engineering, Associate in Fine Arts, or Associate in Science Degree must take ACA 122, not ACA 111. ACA-122 is a non-waivable course, except after review under extraordinary circumstances by the Chief Academic Officer.*

## 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. Students may also make schedule changes 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 should to limit class loads to 9 to 12 credit hours until they have demonstrated the ability to carry a heavier schedule.

## Late Entry

The late entry date is the census date, usually the 10<sup>th</sup> day of the 16-Week 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 cannot to enter without permission of the Dean and will be dropped from the class by the instructor. Students you fail to enter and are dropped by the instructor will receive a refund for that class. 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 drop students after the third week of class for the following reasons:

1. Any student absent five consecutive class hours may be withdrawn. This will result in the student's name being removed from the class roster (see 4 below). A grade of "OW" (official withdrawal) will appear on the official transcript if the withdrawal occurs prior up until the 60% point of the course. A grade of "F" will appear on the official transcript if the withdrawal occurs after the 60% point of the course.
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 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 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. The instructor, subject to approval by the appropriate curriculum Dean, may add the other guidelines/policies based on the nature of the course.

## 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

### Withdrawal Deadline

Students may officially withdraw from a course on or before the 60% point of the term or class. Once processed, a student-initiated official withdrawal may not be reversed.

Instructors may also officially withdraw students from a class on or before the 60% point of the term (or class) if they do not adhere to the attendance/contact policy as stated in the syllabus. Instructors may choose not to officially withdraw a student if the student maintains regular, constructive communication with the instructor during an extended series of absences. A student may be reinstated after being officially withdrawn by the instructor if the reinstatement is deemed appropriate by the class instructor. The instructor must notify the Admissions and Records Office in writing that the student has been reinstated.

After the 60% point of the term (or class), students who do not adhere to the attendance/contact policy as stated in the syllabus may be removed from the class and issued a grade of F at the instructor's discretion.

### Exceptions for Withdrawal

Students wishing to officially withdraw after the 60% point if the term (or class) must file an appeal. Exceptions will be granted, with appropriate documentation, for the following reasons:

1. Medical/Psychological
2. Legal
3. Safety Concerns

#### 4. Military Obligations (See section regarding “Criteria for Appeals”)

#### Appeals for Official Withdrawals

If a student believes he or she has extenuating circumstances which justify an exception to the standard withdrawal policy, he or she may appeal to the Withdrawal Appeal Committee.

- All request must be received in writing and must include supporting documentation (i.e., drop/add forms, medical verification, military orders, etc...). Appeals received without the required form and proper documentation will not be considered.
- Appeals may be submitted at any point during the term up to the 12th week of the following term, as listed in the academic calendar. Appeals beyond this limit will not be reviewed. Students will receive a response to their appeal within 30 days of the submission date.
- Withdrawal procedures and add/drop deadline dates are widely publicized. **Therefore, appeals based on a student’s lack of awareness will not be reviewed.**
- Appeals will be limited to a total of three (3) per student during his or her tenure at PCC.
- Approval of Appealed OW’s will not count toward the limit of eight (8) withdrawals per student.
- All Appeals Committee decisions are final.

**The Withdrawal Appeals Committee does NOT, under any circumstances, take phone calls or schedule appointments.**

#### Criteria for Appeals

- Death in the student’s immediate family (parent, sibling, offspring, spouse)
- Unforeseen medical incapacitation of students or immediate family member
- Illness or injury of the student of such severity of duration that competent medical authority certified that completion of the course is/was precluded
- Family circumstance of such severity that the student’s presence is/was required away from school and precluded completion of the course
- Involuntary call to Military Duty – orders must accompany appeal
- Legal obligations and/or circumstances that prohibit student from completion of the course

#### Limit on Number of Withdrawals

All Pitt Community College students will be limited to **eight (8)** withdrawals while at PCC. Students who wish to withdraw from a course after reaching this limit will need to file an appeal. (See section regarding “Exceeding OW Limits and Effects on Academic Standing”)

#### Exceeding Official Withdrawal Limits and Effects on Academic Standing

Once a student has accumulated **eight (8)** official withdrawals, the student will be classified as **Ineligible for Official Withdrawal**, where he/she will be **ineligible** for further official withdrawals. Any instructor-initiated withdrawal will be equated to an F in the

course. Students who wish to be reclassified as **Eligible for Official Withdrawal** must do one of the following:

- A. Repeat and successfully complete a course with a C or better final grade for with the student previously received an official withdrawal. Students will be eligible for one additional official withdrawal for each OW course they repeat and pass with a grade of C or better
- B. Complete 3 consecutive semesters of six (6) credit hours or more with a 100% pass rate
- C. Not enrolled at PCC for six (6) consecutive semesters (two (2) years). Students in this category must reapply for admission and upon readmission, they will revert to **Eligible for Official Withdrawal Status** and may now accumulate up to an additional eight (8) official withdrawals.

If an additional official withdrawal is obtained for a student who has regained eligibility to withdraw, the student will again revert to **Ineligible Official Withdrawal Status**, and once again have to complete one of the previous stipulations to regain **Eligible for Official Withdrawal Status**.

**IMPORTANT: Official Withdrawal Policy is effective as of Fall 2016. Withdrawals processed prior to this date will not be included in this policy. This policy may affect other PCC policies, such as Academic Standing and Satisfactory Academic Progress for financial aid students. Please refer these policies for further information.**

#### Veterans Note:

Any course for which an unofficial withdrawal or an “T” (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.

Student must apply for approval to take the examination through the academic advisor and receive approval from the department chair for that course, using the Permit for Credit by Examination form. If approved, the chair will arrange for the student to take an appropriate test administered by a departmental instructor. Scheduling for these examinations is at the discretion of the department chair. No student may take an examination without presenting the properly executed Permit for Credit by Examination to the course instructor.

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

The student’s academic record reflects all grades received other than “F”.

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) Student cannot use financial aid to pay for credit by exam, and credit hours earned do not count towards student load for financial aid purposes.

### **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 have automatic evaluation. Transcripts of course work completed at a college or university located outside of the United States must include (1) a certified English translation and (2) course descriptions for transfer credit (if 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 the student earned 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 amount of time 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.

Students may only receive transfer credit for work experience is through the organized and supervised work based learning program. Previous work experience outside of the supervision of the college is ineligible for academic; 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 does not receive automatic transcript evaluation. 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 in subject to approval by the Vice President of Academic Affairs.

### **Credit for Non-Traditional Learning**

Pitt Community College will evaluate non-traditional educational records for possible transfer credit. An evaluation cannot be made until full documentation is provided.

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. PCC evaluates 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 documentation in the form of official test score reports required for transfer credit. Only hours earned are awarded.

### **Educational Experiences in the Armed Services**

Students may submit 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:

Joint Services Military Transcripts or AARTS (Army/ACE Registry Transcript System) transcripts

Evaluation of military educational experiences uses 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. No credit awarded for non-accredited coursework not evaluated by ACE.

### **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. (See Credit by 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; however, the grade does not compute into the grade point average and receives no quality points.

### **Work-Based Learning (Previously Co-Op)/Internship**

The Work-Based Learning/Internship Program gives students the opportunity to integrate their classroom study with practical experience in their major fields by working and attending school. For more information, students should contact their 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 reflect 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.

## **Distance Learning**

The College offers distance learning via two different modes of delivery: Online (through the Internet) or Hybrid (using a combination of online and in the classroom instruction). PCC offers over 200 different courses taught via the Internet. Internet courses offer students convenience and flexibility by allowing them to complete classwork around their individual schedules; however, online courses require a higher level of self-discipline on the part of the student. All online and hybrid classes maintain the same course goals and objectives required for traditional, face-to-face classes. **Contact the academic curriculum coordinator or department chair for specific requirements and questions.**

**\*Some components of these programs require face-to-face learning:**

### **Online Degrees:**

- Business Administration (BA): General
- BA: Human Resources Management
- BA: Marketing
- Early Childhood Education (ECE)\*
- Health Information Technology\*
- Healthcare Management Technology (HMT): General
- HMT: Healthcare Entrepreneurship
- HMT: Long-Term Care
- Industrial Management Technology (IMT)
- Information Technology (IT): Computer Programming and Development

- IT: Web Administration and Design
- Medical Office Administration (MOA): General
- MOA: Medical Auditing
- MOA: Medical Billing and Coding
- MOA: Patient Services Representative
- Nuclear Medicine Technology\*
- Office Administration (OA): General
- OA: Legal Office
- OA: Office Finance
- Polysomnography Bridge

### **Online Diplomas:**

- Computed Tomography / Magnetic Resonance Imaging Technology\* (CT/MRI)
- Early Childhood Education
- Medical Dosimetry
- MOA: Dental Office Administration
- MOA: Medical Auditing
- MOA: Medical Billing and Coding
- MOA: Patient Services Representative
- Nuclear Medicine Technology\*
- Office Administration
- Positron Emission Tomography\*



## Online Certificates:

- Accounting: Basic Accounting
- Advanced Medical Coding\*
- Advertising and Graphic Design: Graphic Design
- Breast Sonography\*
- BA: Business Supervisor
- BA: Human Resources Management
- BA: Management Applications and Principles
- BA: Marketing • Computed Tomography\*
- Computed Tomography (CT)\*
- Early Childhood Education
- ECE: Administration
- ECE: Infant and Toddler
- ECE: School Age
- ECE: Special Education
- Healthcare Management Technology
- HMT: Long-Term Care
- Human Services Technology: Aging Studies
- IMT: Bio-Management Practices
- IMT: Principles of Lean Manufacturing
- IT: C++ Programming
- IT: Java Programming
- IT: Python Programming
- IT: Web Design
- Magnetic Resonance Imaging (MRI)\*
- Mammography\*
- MOA: Medical Receptionist
- MOA: Patient Services Representative
- OA: Finance
- OA: Legal
- OA: Office Software
- Positron Emission Tomography

## 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. Authorization has currently been received to operate in, or authorization is not required in the following states and U.S. Territories:

- |                        |                 |                  |
|------------------------|-----------------|------------------|
| ◆ Alabama              | ◆ Kansas        | ◆ Oklahoma       |
| ◆ Alaska               | ◆ Kentucky      | ◆ Oregon         |
| ◆ Arizona              | ◆ Louisiana     | ◆ Pennsylvania*  |
| ◆ Arkansas             | ◆ Maine         | ◆ Rhode Island   |
| ◆ California           | ◆ Maryland      | ◆ South Carolina |
| ◆ Colorado             | ◆ Michigan      | ◆ South Dakota   |
| ◆ Connecticut          | ◆ Minnesota     | ◆ Tennessee      |
| ◆ District of Columbia | ◆ Montana       | ◆ Texas          |
| ◆ Florida              | ◆ Nebraska      | ◆ Utah           |
| ◆ Georgia              | ◆ New Hampshire | ◆ Virginia       |
| ◆ Hawaii               | ◆ New Jersey    | ◆ Washington     |
| ◆ Idaho                | ◆ New Mexico    | ◆ West Virginia  |
| ◆ Illinois             | ◆ New York      | ◆ Wisconsin      |
| ◆ Indiana              | ◆ North Dakota  | ◆ Wyoming        |
| ◆ Iowa                 | ◆ Ohio          |                  |

\*More information is required from students that reside in these states.

If any programs lead to professional licensure, contact will need to be made with appropriate licensing boards, to verify additional requirements prior to enrolling into that program. Contact the degree program at PCC to discuss licensure and enrollment options.

For the most current list of authorized states, please check our website at <https://pittcc.edu/academics/distance-education-programs/>

For additional information on state authorization, please contact the State Authorization Compliance Officer:

Amy Travagiakis  
Administrative Assistant to the Assistant Vice President  
Academic Affairs  
Phone: 252-493-7224  
Email: [atravagiakis@email.pittcc.edu](mailto:atravagiakis@email.pittcc.edu)

## Grading Information

### 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 calculation uses 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 (Twelve (12) credit hours or more) in a major maintaining a semester grade point average between 3.50 and 4.00 receive recognition on the Dean's List. Those maintaining a semester grade point average between 3.00 and 3.49 receive recognition on the Honor Roll.

The Dean's List and Honor Roll, prepared by the Admissions and Records Office, is published on the Student Recognitions page of our website, sent to the Office of Institutional Advancement and e-mailed to local or area newspapers of the students qualifying for either (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 Grade	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
OW*	Official Withdrawal	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
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 effect on the student's GPA. "IP" and "R" grades 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 developmental English and reading courses. "P" indicates an 80% mastery of the course content. When the student's mastery of course content is less than 80%, the student receives the "R" grade. "R" grades have a neutral effect on the student's GPA. Students receiving an "R" grade in a prerequisite course must reenroll in that course and may not proceed to the sequential course until achieving 80% mastery of course content.

NOTE: *Health sciences students use a different grading system. Health sciences students should refer to their program handbook for details.*

### Access to Final Grades

Once an instructor has submitted grades and the Admissions and Records Office has verified them, 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

A temporary grade of Incomplete ("I") is issued at the discretion of the instructor if the student is enrolled past the 60% point of the course and has a "C" or better in the class but needs more than one semester to complete the requirements of the course due to extenuating circumstances. Examples of extenuating circumstances include illness or injury requiring hospitalization or long-term recovery, natural catastrophe, or comparable unavoidable developments and is not appropriate for students who otherwise fail to appear for the final examination or fail to turn in final assignments by the last regular day of the course.

When an "I" is issued, the course requirements must be completed within eight weeks of the beginning date of the next academic term, including summer. Incompletes not finalized within the appropriate time frame will convert to an "F." An extension of 8-week time frame may be made by the appropriate academic dean in consultation with the course instructor and department chair.

Because of incomplete work, a grade of "I" receives no grade for quality points.

A student receiving an "I" in a prerequisite course may not proceed to the sequential course.

The following exceptions to this policy apply:

- To remove an "IP" grade in ACA 090 or BIO 094, a student must reenroll in the course.
- Health sciences students should refer to their program handbook for details.
- "I" grades may not be issued to students receiving Veteran's benefits.



## 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 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

#### 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

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 (Non-Financial Aid Students)

### Good Academic Standing

To maintain Satisfactory Academic Progress and to be considered in Good Academic Standing, students must earn a specific cumulative GPA (see chart below) according to the semester hours for which they have attempted.

#### GPA & Satisfactory Academic Progress

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

### Academic Warning (A.W.)

If a student fails to make Satisfactory Academic Progress (SAP) for the first time at the end of a Spring term, the student is placed on Academic Warning (AW).

What happens to the student next?

- Must complete the Academic Warning online Moodle course.
- Highly encouraged to visit their Faculty Advisor or a Counselor to discuss their academic progress.

What happens at the end of the term?

- If a student has successfully met the benchmarks require for SAP, the student will return to Good Academic Standing. If not, the student is moved to Academic Probation (AP).

If a student fails to make Satisfactory Academic Progress at the end of the second consecutive Spring term, the student is placed on Academic Probation.

### Academic Probation (A.P.)

If a student fails to make Satisfactory Academic Progress at the end of their second consecutive Spring term, the student is placed on Academic Probation.

What happens to the student next?

- A registration hold is placed on their account.
- Attend a MANDATORY meeting with the Assistant Vice President of Student Development and Community Standards to complete a Student Success Contract and have the hold removed (Distance Education students will complete the contract and submit it via email.)

What happens at the end of the term?

- If a student has successfully met with the benchmarks required for SAP, the student will return to Good Academic Standing. If not, the student is moved to Academic Suspension (AS).

### Academic Suspension (A.S.)

If a student fails to make Satisfactory Academic Progress (SAP) at the end of their third consecutive Spring term, the student is placed on Academic Suspension. Suspension will apply to curriculum courses only, not Continuing Education courses.

What will happen to the student next?

- The student will have two options: 1) sit out for the upcoming term (always summer), or 2) submit an appeal to the Academic Standing Review Committee to seek continued enrollment.

What happens at the end of the term?

- If a student has successfully met the benchmarks required for SAP, the student will return to Good Academic Standing.
- If not, whether the appeal is accepted or a student sits out for the upcoming term (voluntarily or the appeal is denied), a student will begin their next enrolled term on Academic Probation (see AP steps).

If a student ever reaches Academic Suspension, the student record will reflect the history of the student's academic standing.

For more information, contact the Assistant Vice President of Student Development and Community Standards at 252-493-7769.

### **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 from 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 (FERPA)**

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.

Under the FERPA guidelines, an educational agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

If PCC determines that there is an articulable and significant threat to the health or safety of a student or other individuals, we may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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.) that requires official transcript, you should not open the envelope.

Pitt Community College cannot provide you with copies of transcripts from other schools you have attended. If you need such transcripts, 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 requests via this service are available 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 reopens. You can order transcripts using any major credit card. The charge to your card processes after your order is completed.



You must clear all financial obligations to the college before the release of any transcripts. PCC is not 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. PCC verification requests for the current semester after the census date for that semester. PCC makes available student enrollment verification to financial aid lenders through the National Student Loan Clearinghouse (NSLC). Initial reporting to the NSLC processes after the census date for the semester. A student may prevent disclosure of enrollment information by notifying the Admissions and Records Office in writing. Student must file 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. The department chair for the new program must sign the request for the change of curriculum; once signed, please return to the Admissions and Records Office for official change.

Students who plan to graduate should not request a change of curriculum until completing all required courses 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.

## 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 two 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

### 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, PCC awards appropriate degrees, diplomas, or certificates to students successfully completing the requirements of their enrolled curricula.

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 for 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 by the posted deadline.

\*All health sciences students must maintain a grade of "C" in all required courses for the curriculum.

In some cases, circumstances may warrant the substitution of a course for a course required for graduation. The student's advisor, the Dean, and the registrar must approve substitutions.

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.

Upon recommendation of the Vice President for Academic Affairs and the approval of the College President, specific graduation requirements may be waived.

Graduation exercises are 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 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 ceremony.

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**

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

## **FACULTY ADVISOR SYSTEM**

The design of the faculty advisor system ensures students' educational progress and success. Students who have a declared program of study with prescriptive curricula have a faculty advisor assigned 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:

### **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 they earned a "D" or "F" grade on the first attempt.

Any course repeated will be recorded on the academic transcript. Only the highest grade calculates 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, the student may substitute an equivalent course 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 may be required to obtain approval of the advisor to repeat a course more than two times. The student must justify the need for further course repetition.

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.

All new University Transfer and Associate in General Education students are assigned to the Arts and 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 completion of program requirements, 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 assist 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 receive a financial aid package award 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 a Free Application for Student Aid (FAFSA) application. Factors such as income, assets, and benefits are considerations in determining the need for aid. The amount of actual award is determined once the Financial Aid office receives the Student Aid Report (SAR), produced when the student submits the Free Application for Federal Student Aid (FAFSA). Students must apply online at [www.fafsa.gov](http://www.fafsa.gov).

To be eligible to receive financial aid, a student must enroll 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](http://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 or 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 disbursement schedule is -online at [www.pittcc.edu](http://www.pittcc.edu) under the financial aid section. It is Pitt Community College's policy to have periods with no postings and/or disbursements to allow for extended registration and bookstore charging for late starting courses. This "blackout" period is online on the academic calendar. Class attendance verification is required prior to disbursement. Students may not pick up checks. Delivery of all checks is by mail, to the address on file in the Registrar's office. PCC is not 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 including 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.)

The Financial Aid Office completes SAP checks for all students receiving federal or state financial aid and/or veteran's benefits 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 is 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 terminates and the student will need to file an appeal and have it approved in order to have financial aid reinstated.

- All students placed on warning will be required to complete an online SAP Appeals course designed to help them regain their financial aid eligibility.
- Students will obtain the required appeals forms once they complete the online course. Completed appeals packets must include an academic plan and must be submitted to the Financial Aid office by the following deadlines: Fall 2018 - July 26, 2018; Spring 2019 - November 16, 2018; Summer 2019 - April 26, 2019.

### Financial Aid Warning

A student goes 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 makes unsatisfactory progress for that semester for determining SAP.

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 terminate. Veteran students may continue to attend the institution but cannot receive VA educational benefits. When a veteran student's GPA returns to satisfactory, he/she may resume receipt of benefits.

### Satisfactory Academic Progress (SAP)

PCC considers a student is making satisfactory academic progress until placed on academic warning for the second consecutive semester; then, PCC considers the student is 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

PCC considers a student who is not on academic probation or suspension to be 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

\*BLET is currently the only eligible certificate curriculum

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

### Financial Aid Warning - Unsatisfactory Academic Progress

1. PCC places students who fail to meet make Satisfactory Academic Progress on FINANCIAL AID WARNING and considers them to be making UNSATISFACTORY ACADEMIC PROGRESS. Students in this category may continue to receive Financial Aid for the next term. If the student does not meet requirements at the end of this term, his/her Financial Aid suspends until again meeting the requirements.
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 Representative 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 on the official appeals form and MUST have appropriate documentation attached. Appeals will be limited to a total of three (3) per student during their time at PCC. Appeals hearings are once each semester after final grades for the term posted. The deadlines for filing an appeal are as follows:
  - July 26, 2018 – Fall Term
  - November 16, 2018 – Spring Term
  - April 26, 2019 – Summer Term
3. The decision of the appeals committee is subject to final review by the Vice President of Student Development Services and the Dean of Student Services & Enrollment Management.

Student receive notification 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 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

Degree Students should 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 have 112 hours to complete curriculum). For calculating 150%, PCC considers all courses taken at PCC and those that transfer in from another school that apply to their major. If a student has previously graduated from a curriculum, the

previous credits transferable toward that new curriculum counted. All other coursework counts except developmental courses. 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. Students with special circumstances appeal to the Financial Aid Appeals Committee.

**Example:** Student graduates from Associate in General Education. Student receives acceptance in Associate Degree in Nursing. There are 32 credits completed from the 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 determine the cost of attendance for a student to attend on either on a nine-month basis or a twelve-month basis. These totals assist in determining unmet need. The definition of need is the cost minus the estimated family contribution. The estimated family contribution (EFC) calculation by the Department of Education is on the student aid report produced when the student files the Free Application for Federal Student Aid (FAFSA).

### 2018-2019 Student Budget for Campus Based Programs

	A	B	C	D
	9 Months Parent Assistance	9 Months No Parent Assistance	12 Months Parent Assistance	12 Months No Parent Assistance
<b>In-State Tuition</b>	\$2,518	\$2,518	\$3,776	\$3,776
<b>Books/Supplies</b>	\$1,600	\$1,600	\$2,400	\$2,400
<b>Room/Board</b>	\$4,500	\$7,800	\$6,750	\$11,700
<b>Personal Expenses</b>	\$1,800	\$1,800	\$2,400	\$2,400
<b>Transportation</b>	\$4,050	\$4,050	\$6,075	\$6,075
<b>TOTALS</b>	\$14,468	\$17,768	\$21,401	\$26,351

	A	B	C	D
	9 Months Parent Assistance	9 Months No Parent Assistance	12 Months Parent Assistance	12 Months No Parent Assistance
<b>Out-of-State Tuition</b>	\$8,662	\$8,662	\$12,993	\$12,993
<b>Books/Supplies</b>	\$1,600	\$1,600	\$2,400	\$2,400
<b>Room/Board</b>	\$4,500	\$7,800	\$6,750	\$11,700
<b>Personal Expenses</b>	\$1,800	\$1,800	\$2,400	\$2,400
<b>Transportation</b>	\$4,050	\$4,050	\$6,075	\$6,075
<b>TOTALS</b>	\$20,612	\$23,912	\$30,618	\$35,568

Summer Term may be prorated by taking the nine month and dividing by two, example - Summer In-State with parent - \$7,234. 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. The college, as a convenience, provides the service. 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 he or she plans to purchase books and required supplies.

3. No schedule changes are permissible once the off-campus purchase is approved.
4. Off-campus purchases are not permissible after refund check disbursement. 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 awards 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](http://www.fafsa.ed.gov).

Payment for the Basic Law Enforcement Curriculum is as a 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. These departments report clock hours completed 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 (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need (with priority given to Federal Pell Grant recipients). Schools receive a limited amount of funds for the FSEOG program, therefore, once fund awards are exhausted, there will be no additional funds for the academic year.

### North Carolina Community College Grant

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

### North Carolina Lottery Scholarship

Funding for this program is contingent upon appropriation by the North Carolina General Assembly.

### North Carolina Childcare Grant

The North Carolina Childcare Grant is available for students to assist with childcare expenses. The application is online at [www.pitccc.edu](http://www.pitccc.edu). Guidelines include the following:

- 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 North Carolina General Assembly.

## Loans

Federal Direct Loans The following information obtained from the U.S. Department of Education at <https://studentaid.ed.gov/sa/>

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](http://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](http://www.studentloans.gov).

If you are 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 are 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 have 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 are 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 are 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 have 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 workshop before you can apply for a loan. PCC offers workshops several times throughout each semester. Students may also do the workshop online. Before attending 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 on campus workshop. Dates for the on-campus workshops are located on the financial aid webpage at <https://pittcc.edu/tuition-financial-aid/>

### **A photo ID is required for entrance to the meeting.**

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

Fill out your eMPN online at [www.studentloans.gov](http://www.studentloans.gov).

Complete your Entrance Loan Counseling at <https://studentloans.gov/myDirectLoan/index.action>.

Payment for the Basic Law Enforcement Curriculum is as a clock hour program instead of credit hour. The U.S. Department of Education has determined that these programs of study require clock hours for licensure. These departments report clock hours completed 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 obtained from the U.S. Department of Education at: <https://studentaid.ed.gov/sa/>

### 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 halftime at a school that participates in the Direct Loan Program. For financial aid purposes, a student is "dependent" if he or she is under 24, unmarried, and has no legal dependents at the time of submission of the Free Application for Federal Student Aid. (Exceptions made for veterans, wards of court, and other special circumstances.) If a student is 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 is completed). 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](http://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). Either your child's school or the Department provides the MPN. The Parent Loan Request form is located on PCC's website at <https://pittcc.edu/tuition-financial-aid/>

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 will 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 under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

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

### Loan limits, interest rate, and loan charges

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

The interest rate for Direct PLUS Loans is a fixed rate of 6.41%. Direct PLUS Loans charged interest 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 (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 childcare expenses, transportation.

Pitt Community College also administers a limited number of bookstore loans, which receive funding from 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 receive paychecks 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 PCC's work-study students are paid \$8.25 per hour. The Financial Aid Office and the student's supervisor set work schedules, which will vary according to class schedules. Awards are 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. Often, independent students who desire additional loan eligibility beyond the Federal Stafford Loan use this type of 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 halftime 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 depends 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. Instructors report last dates of attendance periodically each term. The final due date for last dates of attendance is the date grades are due. PCC also collects clock hours completed for Basic Law Enforcement Training students. Once the student is billed by the financial aid office, the student will have fifteen (15) business days to dispute the amount owed by contacting the instructor for any correction(s) to the last date of attendance. PCC mails notification of any balance due to the address of record in the Admissions and Records Office. PCC also sends an email notification of the bill 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](http://pittcc.edu). Students should complete FAFSA for consideration for the following scholarships:

Action Auto Endowed Scholarship  
Alliance One, Inc. Endowed Scholarship  
ALLTEL Endowed Scholarship  
Alumni Scholarship  
Ambassadors Leadership Scholarship  
American Legion Post 39 of Greenville Endowed Scholarship  
American Legion Post 151 Veterans Memorial Fund  
Endowed Scholarship  
Roselyn Armstrong OTA Endowed Scholarship  
Mattie Baker Textbook Fund  
Floyd & Hilda Boyce Nursing Endowed Scholarship  
Dr. Edgar Boyd Endowed Scholarship  
John and Nancy Bray Endowed Scholarship  
Dalton "Skip" Bright Endowed Scholarship  
James Brooks Scholarship  
Bill and Jane Brown Endowed Scholarship  
Sue Butler Memorial Nursing Scholarship  
Pat Chenier Memorial Scholarship  
Cherry Oaks Recreation Club Endowed Scholarship  
Children's World and Walton Family Scholarship  
Phillip Clark Scholarship  
Charles Coburn Scholarship  
Ryan Collier Memorial Scholarship  
Billy R. Combs, Sr. Scholarship  
Charles and Jean Daeschner Endowed Scholarship  
J. Paul Davenport Memorial Endowed 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  
 Caitlin Faulkenberry Scholarship  
 Fine Arts Scholarship  
 Finch Scholarship  
 J. S. Flake Memorial Endowed Scholarship  
 Eleanor Beth Fulford Scholarship  
 William E. Fulford, Jr. Memorial Scholarship  
 Craig F. Goess Endowed Scholarship  
 Golden LEAF Foundation Scholarship\*\* (*contact the Financial Aid Office for more information concerning this scholarship*)  
 T. D. Goodwin Construction Scholarship  
 Thomas D. Goodwin, Sr. Welding Scholarship  
 Addie Gore Scholarship  
 Grady White Boats Endowed Scholarship  
 Grainger Scholarship  
 Greenville New Car Dealers Endowed Scholarship  
 Greenville Utilities Commission Scholarship  
 Faye B. Gurganus Endowed Scholarship  
 Hardy's Appliance and Furniture Endowed Scholarship  
 Sandra Harrison Scholarship  
 Gene Hemby Endowed Scholarship  
 Brent Holmes Memorial Scholarship  
 Home Health and Hospice Care Endowed Scholarship  
 Hope, Love and Cure Scholarship  
 Lloyd Huggins Memorial Scholarship  
 International Education Scholarship  
 Dorothy P. Jenkins Endowed Nursing 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  
 Karen Lee Memorial Endowed Scholarship  
 Massage Therapy Scholarship  
 G. Dennis Massey Endowed Scholarship  
 Mechanical Engineering & Industrial Technology Scholarship  
 Medical Sonography Scholarship  
 R. Dudley Miller Endowed Scholarship  
 John F. Minges Criminal Justice Endowed Scholarship  
 Thomas E. Minges Memorial/Pepsi Scholarship  
 Minority Male Success Initiative Scholarship  
 Suellen G. Monk Endowed Scholarship  
 Garrie Moore Outreach Scholarship  
 Jim and Barbara Moye Endowed Scholarship  
 Multicultural Activities Committee (MAC) Scholarship  
 Diane Murphrey "Make It Happen" Endowed Scholarship  
 Music and Drama 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*)  
 Will and Donna Neal Endowed Scholarship  
 Roxanne Nelson Memorial Scholarship  
 T. D. Nicholson, MD Educational Endowed Scholarship  
 Susan Q. Nobles Scholarship for Student Leaders  
 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 Retirees 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  
 Professional Construction Estimators Association  
 Endowed Scholarship  
 William Rawlinson Endowed Scholarship  
 William P. "Bill" Rice Endowed Scholarship  
 Ricks Automotive Scholarship  
 Leslie D. Rogers Scholarship for Student Leaders  
 Kenneth R. and Phyllis P. Ross Endowed Scholarship  
 Linwood and Vannie Rouse Memorial Endowed Scholarship  
 Dr. Charles E. and Lorraine Russell Endowed Scholarship  
 Zachery Russian Memorial Scholarship  
 Service Roofing Endowed Scholarship  
 Dr. Robert Shaw Respiratory Scholarship  
 William H. Smith Endowed Scholarship  
 J. Spain MAIN (Minority Male) Scholarship  
 William "Bill" Russell Spencer Oncology Scholarship  
 State Employees Credit Union 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  
 William Rabon Wilkins Memorial 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 provides students with financial resources to aid them in participating in PCC-sanctioned Education Abroad programs. Scholarship recipients will receive a supplemental scholarship to apply towards the 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 receive the distinction of Global Scholar. Verification of enrollment as a full-time student is required before awarding of the scholarship.

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 office of PCC Global at 493-7480 or email [pcglobal@mypitcc.edu](mailto:pcglobal@mypitcc.edu).

## Other Sources of Assistance

### Vocational Rehabilitation

Any person who has a substantial physical or mental condition that prevents employment may be eligible for services from the North Carolina Division of Vocational Rehabilitation Services. If eligibility is determined, it is possible to receive financial assistance for educational costs 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 he or she requests tuition assistance may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

### 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.

### Veterans' 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 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 detailed information on Satisfactory Academic Progress, please 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 have a different calculation. 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

This institution keeps records of progress (transcripts) on veteran and nonveteran students.

The Pitt Community College Department of Veteran Affairs Office is open Monday through Friday from 8:00 a.m. - 5:00 p.m. (appointments start at 8:30am). For further information about VA benefits, please call 252-493-7323. To schedule an appointment, please go to <https://pitcc.edu/academics/student-development-services/veterans-affairs/> and click on "Schedule an appointment to meet with a VA Representative" or "Schedule an appointment with a Vet Center Counselor."

### Internet Course 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-based course:

1. The student must meet with the VA certifying official before registering for the course. Criteria and procedures reviews take place at this time. Student must complete the placement test 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 have approval from 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 attempted in order to enroll in a subsequent internet course.

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

6. Class attendance determination depends upon the completion date of assignments. Class attendance is the basis for VA payments. 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 attendance reported to the VA. This may result in an overpayment with 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. Students receive an allowance of up to



\$1021.00 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.gibill.va.gov](http://www.gibill.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 should to schedule an appointment for counseling sessions, but it is possible for counselors to see students on a walk-in basis. Counselors are available Mondays from 8:00 a.m. to 7:00 p.m., and Tuesdays through Fridays from 8:00 a.m. to 5:00 p.m. in the Craig F. Goess Student Center. Telephone: (252) 493-7245. Evening counseling is available Mondays from 5:00 p.m. until 7:00 p.m.

Health Sciences Admissions counselors are located in the Fulford Building and by phone at (252) 493-7473.

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](mailto:hltscadm@email.pittcc.edu). Health Sciences admissions specialists are located in the Fulford Building.

Counseling Services offers group-counseling activities 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 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. The student must ensure the request for change of curriculum, signed by both previous and new advisors, is 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.

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.

### Women's Resource Center

The Women's Resource Center educates and empowers 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 assist 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.

The Women's Resource Center posts events on the PCC website and myPittCC, and distributes fliers across campus. In addition, members of the faculty receive fliers by email to post in classrooms and to announce to classes.

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

### Men's Resource Center

The Men's Resource Center focuses on creating an 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 intends 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:

- 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](mailto:mrc@my.pittcc.edu)

### Minority Male Mentoring Program (NEXT LEVEL/3MP)

The NEXT LEVEL Male Mentoring Center is 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. Using 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 office at (252) 493-7506 or email: [pccnextlevel@my.pittcc.edu](mailto:pccnextlevel@my.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](mailto: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 Travis Kinsey, Director, TRiO Programs or visit our office located in Warren Building, Suite 1306 or call (252) 493-7689 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 Travis Kinsey, Director, TRiO Programs or Vanessa Phippen, EOC Coordinator. You can also visit our office located in the Warren Building, Suite 1306 or call (252) 493-7689.

### 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 have academically qualified peer tutors and professional tutors. TASC also assists students with time management, study skills, and test taking skills. The increases the probability of academic success for students. The primary goal of tutoring is to assist students in becoming independent and confident learners.

TASC services in Trailer 19 and Trailer 21 located behind the Everett Building (PCC Library). The Math Center is in Trailer 19, and the Writing Center is in Trailer 21. Students can schedule an appointment or walk-in for tutoring. PCC offers online tutoring to students through Smarthinking. Smarthinking is accessible 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, note taker 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 Programs

The Intramural Sports & Recreational provides 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 is at 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 Free Play Recreation

Open-Gym free play is a designated time for students, staff, and faculty to enjoy the fitness facilities and various recreational activities. The posted hours of Open-Gym Free Play are outside the entrance of the Coburn Center located inside of the Edward and Joan Warren Building. The hours of activity and the open free play areas vary as to the many needs for academic classes, various sports and other activities scheduled in the Coburn Center. The free play 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. Their faculty or staff spouse sponsor must accompany a 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 adults, not small children, are the intended users of equipment in the Coburn Facility, and activities in the center could result in an injury to small children (flying balls, running players, etc.) For these reasons, faculty and staff should not bring children under 10 years of age to the facility during recreational free play. Parents or guardians must accompany dependents and directly supervise them 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 is on the Intramural Sports & Recreation webpage.

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

Spectators - The public may enter 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 (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 meets 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 or 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 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

Register all lost and found items 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 Medical Center. 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

**(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.

Counseling by one of our professional counselors is available for currently enrolled curriculum students in need of counseling. 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 a student needs extensive therapeutic care.

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 at (252) 493-7371 in the Goess Student Center, Suite 120.

### Food Service

The Bulldog Café 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. Campus Police makes ID cards 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 highlights students' academic achievements as well as their service to the College and their community. This program takes place during the spring semester. PCC selects one student from the 50 recipients to represent PCC in the N.C. Community College System's Academic Excellence Awards program. PCC faculty/staff nominate students 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);
- Considerations in the selection of the 50 academic award recipient include community service, honors/awards, accomplishments, leadership positions and extracurricular activities.

Contact Student Support Manager at (252) 493-7480 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 nonattendance 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 organizing group must file the following items 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 that 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 because of race, creed, gender, handicap, or national origin shall exist within the organization. (Please specify all criteria for membership.)

PCC issues a charter to the organization upon approval of the Vice President for Student Development Services. The College shall disband any student organization found guilty of violating State or Federal law or the policies of Pitt Community 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. EVERYONE who counts the money must sign documentation. Deliver the funds 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, follow the same procedures as for other college purchasing. Either a requisition/EP order must be completed or purchased with a p-card. P-card users must complete appropriate logs. 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 Speas, Coordinator for Student Activities at (252) 493-7440 or via e-mail at kjspeas231@my.pittcc.edu.

### Procedure for Approval of Clubs and Organization's Fund-Raising and/or Solicitation of Funds

Faculty/staff sponsor(s) must supervise all fund-raising activities for student organizations and they must receive prior approval from 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, where it will take place (on or off-campus), and the targeted group (e.g., community, business/ industry, student body, staff, etc.) Specify the planned date the activity submit the request at least one week prior to the activity. The request submission goes 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, chartered in June 2011, is to spread the message of Christ to all and fellowship with others who believe in Him. 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, officer elections take place 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. For more information, contact Stacy Jarrell (252) 493-7300.

### **Automotive Club**

The Automotive Club is a student-operated organization open to any students majoring in the Automotive Systems Technology program at PCC. For more information, contact Norman Lilley, Department Chair for Automotive Systems Technology, (252) 493-7235

### **Bulldogs for Christ**

Bulldogs for Christ is a ministry focused on the Pitt Community College Campus. Our goal is to connect students to students and students to Christ. We meet together on Tuesday nights at Greenville Church of Christ for worship and fellowship. For more information, contact Matt Stead, mstead184@my.pitcc.edu

### **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.pitcc.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 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: Millie Sparks at (252) 493-7362.

### **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 Business Administration: Marketing curriculum may join. There is no grade requirement for admission. Contact Mandy Bowers (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. For more information, contact Anthony Holsten at (252) 493-7624 or Michael Stephenson at (252) 493-7493.

### **Early Childhood Student Organization**

The Early Childhood Student Organization at Pitt Community College is an organization that 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, contact Melissa Rees at (252) 493-7276.

### **Elements of Praise Gospel Choir**

Elements of Praise Gospel Choir is an organization that highlights the musical talents of PCC students, faculty, and staff. 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 Travis Kinsey (252) 493-7689.

### **Engineering & Physical Science Club**

The Engineering & Physical Science Club is an organization that works to further students participation and education in engineering and physical science outside the academic classroom. This organization is open to all Pitt Community College

curriculum students. For more information, contact Robert Neil at (252) 493-7711.

### **Environmental Science Club**

The Environmental Science Club affiliates 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](http://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 receive 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](http://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 provide an opportunity for interaction and fellowship between students, faculty, and professionals. HITSA is available to those students currently enrolled in the HIT program at PCC, 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](mailto: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 for study abroad, to serve as a support system for international students, and much more. For more information, contact [pcglobal@my.pittcc.edu](mailto:pcglobal@my.pittcc.edu).

### **Latter Day Saints Student Association**

The LDSA 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 the Center for Student Activities at (252) 493-7440.

### **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 the Center for Student Activities at (252) 493-7440.

### **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 Faith Fagan at (252) 493-7304 and visit [www.societyleadership.org](http://www.societyleadership.org).

### **NEXT LEVEL/3MP**

The NEXT LEVEL Male Mentoring Center is 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. Using 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 office at (252) 493-7506 or email [pccnextlevel@my.pittcc.edu](mailto:pccnextlevel@my.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](mailto:ptyndall@email.pittcc.edu).

### **PCC Association of Human Services Technology (PCCAHTS)**

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 PCCAHTS is an affiliate of with the Southern Organization of Human Services (SOHS). For more information, contact Lynda Cole at (252) 493-7283 or Cara Herrington at (252) 493-7654.

### **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 promotes 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 Lynne Braxton at (252) 493-7337 or [lbraxton@email.pittcc.edu](mailto:lbraxton@email.pittcc.edu) or Jeanette Spence at (252) 493-7469 or [jspence@email.pittcc.edu](mailto:jspence@email.pittcc.edu).

### **PCC Association of Radiography Students**

The PCC Association of Radiography Students is an organization established to contribute and promote excellence in both radiography education and the profession, as well as promote unity among all member involved. This organization is a closed group organization to those within the academic curriculum or have affiliation with the program as a professional or alumni. For more information, contact Mary Daniel at (252) 493-7464, or [mdaniel@email.pittcc.edu](mailto:mdaniel@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 Rusty Sugg at (252) 493-7379 or [wsugg@email.pittcc.edu](mailto:wsugg@email.pittcc.edu) 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. For more information, contact Sherri Joyner at (252) 493-7534 or Dawn Vaughan at (252) 493-7718.

### **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 or [kspeight@email.pittcc.edu](mailto:kspeight@email.pittcc.edu) 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 statewide functions. 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, please join us on Facebook: PittCC Gay Straight Alliance.

### **PCC History Association**

The PCC History Association is an organization of students, faculty, and staff who have an interest in history. Its purpose is to offer opportunities for investigating, sharing, and preserving history. All PCC students, faculty, and staff are welcome to join. Activities can include regular informal gatherings, special lectures, documentary and history film showings, student presentations, special topics discussions, fundraisers, connecting with ECU Phi Alpha Theta, exploring local history, and much more. For more information, contact our faculty advisor Dr. Thomas Doumaux at (252) 493-7392 or email [tdoumaux705@my.pittcc.edu](mailto:tdoumaux705@my.pittcc.edu).

### **PCC Math Club**

The PCC math Club is for members to engage in extra-curricular mathematical-related activities such as solving mathematically interesting problems, learning new mathematical concepts and ideas, preparation and participation in mathematical contests, to foster a means of support and interaction amongst students interested in mathematics, and to engage in community service. For more information, contact Tetyana Vilkomir at (252) 493-7518.

### **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 (PCCPA)**

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, and there is no grade point requirement. For more information, contact Vicki Coleman at (252) 493-7495.

### **PCC Sociology and Psychology Association**

The PCC Sociology and Psychology Association (PCC-S.P.A.) seeks to encourage students to explore the social sciences and raise awareness on campus about the disciplines and related issues. Activities are intended to enhance and deepen understanding of the fields. Club members are encouraged to participate in and provide regular service projects, research activities, discussion groups and campus lectures, and awareness events.

### **PCC Student Veterans Association**

The PCC Student Veterans Association is an organization in which student veterans can feel welcomed and receive the help needed in transitioning and becoming a more successful student. Its purposes are to provide information about programs that 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](http://www.ptk.org) or contact Joy Moses-Hall (252) 493-7558 or Alison Davis (252) 493-7447.

### **Pitt Dance Team**

The Pitt Dance Team is a student-led organization focused on engaging students through dance for various campus-wide and athletic events. Auditions are required for any students interested in joining the Pitt Dance Team. For more information, contact Starlena Fornis (252)-493-7689.

### **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; learning from students that are more experienced; 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 for discussion of topics relative to gaming and game design/development, 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, sharing evidence, and personal experiences during Association meetings. Interested students should contact Joe Clark (252) 493-7425 or Cathy Reynolds (252) 493-7715.

### **Psi Beta National Honor Society for Psychology**

Psi Beta National Honor Society in Psychology has a mission to encourage professional development and psychological literacy of all students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. Membership is open to any student with at least 12 credit hours completed with a 3.25 GPA and at least a B average in college-level psychology courses.

### **Recreational Therapy Association**

The Recreational Therapy Association is a student organization to assist students in the Recreational Therapy Assistant program to prepare for future careers. This organization will assist students in expanding upon what is being learned in the classroom by developing the ability to plan, organize, and carry out meaningful activities and projects. Interested students should contact Kristina Cudney at (252) 493-7686.

### **Rotaract**

The Rotaract Club is an international service organization committed to providing students with the opportunity to grow and serve their communities. Rotary International, an association of clubs made up of service-minded business and professional leaders, founded Rotaract in 1968. 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 the Center for Student Activities at (252) 493-7440.

### **SkillsUSA**

SkillsUSA is open to any student who is preparing for a career in trade, technical, and skilled service occupations. SkillsUSA also competes in various competitions against other SkillsUSA teams. For more information, contact Dennis Marshall (252) 493-7743.

### **Scholars of Global Distinction Program (SGDP)**

Pitt Community College Scholars of Global Distinction program is designed to help all students become global citizens who are prepared for academic and professional endeavors in the interconnected and interdependent world we live in today. Students develop global competencies and skills needed for work environments that increasingly focus on global issues. Students who complete the program will earn the Scholar of Global Distinction identification on their transcripts and be identified at graduation by wearing special regalia. For more information, contact Edwin Franklin at (252) 493-7537 or email [elfranklin263@my.pittcc.edu](mailto:elfranklin263@my.pittcc.edu) or [pccglobalscholars@my.pittcc.edu](mailto:pccglobalscholars@my.pittcc.edu).

### **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. For more information, contact Ray Taylor (252) 493-7263.

### **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 represent Pitt Community College at various sporting events and serve as ambassadors of the College. Selection of spirit club members depends 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 Starlena Peel (252) 493-7689.

### **Student Ambassadors**

PCC selects ten to twelve 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 3.2+ GPA, and uphold the highest standards of conduct as ambassadors for the college. Applications are available in the Institutional

Advancement and PCC Foundation Offices as well as online. Contact John Bacon at (252) 493-7229 or Katelynn Speas at (252) 493-7440 for more information or visit the PCC Student Ambassador website at [www.pittccfoundation.edu](http://www.pittccfoundation.edu).

### **Student Government Association (SGA)**

The Student Government Association (SGA) serves as the student voice on campus. All students are encouraged to join. SGA elects officers 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. Funding for the activities of the Student Government Association comes from student activity fees. Contact Katelynn Speas at (252) 493-7440. Visit: [www.pittcc.edu/experiencepcc/clubs-andorganizations/sga](http://www.pittcc.edu/experiencepcc/clubs-andorganizations/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 the Polysomnography Program may join by completing an application. Contact Bruce Warrender at (252) 493-7759 or [bwarrender@email.pittcc.edu](mailto:bwarrender@email.pittcc.edu) 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 or [cfrye@email.pittcc.edu](mailto:cfrye@email.pittcc.edu).

### **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. For more information, contact Wendy Perrini (252) 493-7458 or [wperrini@email.pittcc.edu](mailto:wperrini@email.pittcc.edu).

### **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. For more information, contact Kim Waters (252) 493-7764.

## Publications

Pitt Community College publishes the following:

- College Catalog
- Student Handbook
- Program Sheets
- PCC Profile
- 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/about-pcc/campus-tour-request/](http://www.pittcc.edu/about-pcc/campus-tour-request/) 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

Students place orders for class rings through an official ring company representative. PCC posts notices relevant to dates for measurements.

## Public Safety Information

### 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 that 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 does not 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 collaborate 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 enlists 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.

## Traffic Regulations

Students and college personnel must register all automobiles operated on the campus with the Pitt Community College Campus Police Office. Purchase parking permits for each registered vehicle and 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.

Keep music played in all vehicles 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.

## Drone/Unmanned Aircraft Use on Campus

Individual students, groups, or outside entities are not allowed to operate unmanned aircraft/drones on any campus or site of Pitt Community College. All law enforcement agencies are; however, exempt from this prohibition. Exceptions to this policy can be made for official institutional use or teaching purposes and those instances will be approved through the college president or the vice president of administrative services and the campus police department.

## PCC Alerts & Messaging

### Register for PCC Alerts and Messaging

Students are encouraged to register for PCC Alerts and messaging via their myPittCC account. PCC Alerts and Messaging will be used to send text messages to registered phones in the event of a campus emergency. Text messaging may also be used to send you notifications about campus events and deadlines. Your contact information will be treated confidentially. Text options may carry a nominal fee for recipients, depending on your mobile service provider. Questions or concerns about the service may be emailed to [helpdesk@email.pittcc.edu](mailto:helpdesk@email.pittcc.edu). Additional information on PCC Alerts and Messaging may be found at <http://pittcc.edu/alerts>.

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 to hold classes during periods of inclement weather. Announcements will be on the **PCC website ([www.pittcc.edu](http://www.pittcc.edu))** and on the following local radio and television stations:

**Radio:** WNCT-FM 107.9, WRNS-FM 95.1, or WRAL-FM 101.5

**Television:** WNCT-TV 9, WITN-TV 7, WCTI-TV 12, or



Internet: [www.pittcc.edu](http://www.pittcc.edu), [wcti12.com](http://wcti12.com), [witntv.com](http://witntv.com), [wnct.com](http://wnct.com), or [reflector.com](http://reflector.com)

PCC Telephone: (252) 493-7200

PCC Campus Alert: Text message to your cell phone

Curriculum and continuing education classes that 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 have 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 have 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.

### **Unauthorized Persons in Classes/Labs/Clinical Settings**

Only authorized persons and students registered for the course may attend classes, labs, or clinical settings. Children are not allowed in these instructional areas. It is further prohibited for children to be left on any man Campus locations, such as library, lounges, cafe, or campus grounds. It is also prohibited to leave children at any off-campus sites operated by Pitt Community College. College activities and events that invite or encourage children on campus, such as athletic and other special events, are, of course, exempt from this policy. Any use of college facilities and equipment by persons or groups who are not employees or students must be officially authorized by the president or his designees. Visitors (including vendors or recruiters) should not interrupt classes or labs unless prior arrangements have been made. All vendors should receive clearance through the

appropriate administrative office prior to visiting an instructor in a classroom, lab, or clinical setting. Visitors seeking a student on campus should be directed to the Campus Police.

### **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. Students, faculty, and staff are expected to arrange for their personal childcare away from the work site. Sick children are not to be brought on campus. Children must not be left in any area of the college including the cafeteria, parking lots, library, and athletic field, college activities and events that invite or encourage children on campus, such as athletic and other special events are, of course, exempt from this policy.

Violation of this policy at any of 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. In addition, PCC conducts focus groups 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) 493-7208.

### **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 and 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 Assistant Vice President of Student Development and Community Standards 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:

- Assistant Vice President of Student Development and Community Standards – 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.
- Director of Transitional Studies – students enrolled in Adult Basic Education, Adult Secondary Education, or English Language Acquisition programs.

### **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. Drone/Unmanned Aircraft Use on Campus – Individual students, groups, or outside entities are not allowed to operate unmanned aircraft/drones on any campus or site of Pitt Community College. All law enforcement agencies are; however, exempt from this prohibition. Exceptions to this policy can be made for official institutional use or teaching purposes and those instances will be approved through the college president or the vice president of administrative services and the campus police department.
9. Excessive Noise – the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas.
10. Facilities Misuse
11. 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.
12. Gambling – wagering for money or other things of value.
13. Harassment
14. 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.
15. Property Theft or Damage
16. Sexual Misconduct, Harassment and/or Assault (refer to Title IX Policy – Violence Against Women Act)
17. Skateboards & Similar Vehicles Use Policy on Campus - Out of concern for property and pedestrian safety, the College prohibits the use of skateboards, roller skates, rollerblades, scooters and similar non-motorized devices on campus. No person shall ride or operate such vehicles upon properties owned, leased or occupied by Pitt Community College, including but not limited to buildings, grounds, sidewalks, streets and parking facilities. Bicycles shall not be ridden on any campus sidewalks. This policy applies to all members of the campus community and visitors.
18. Threatening and/or Intimidating Behavior
19. Violent Behavior
20. Weapons - possession or using unauthorized firearms or other weapons. Refer to **Firearms Policy**.

### **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 Assistant



Vice President of Student Development and Community Standards 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 sanctions 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.

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 Assistant Vice President of Student Development and Community Standards 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 Assistant Vice President of Student Development and Community

Standards. 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 Assistant Vice President of Student Development and Community Standards 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 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 Assistant Vice President of Student Development and Community Standards 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 Assistant Vice President of Student Development and Community Standards 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 Assistant Vice President of Student Development and Community Standards 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.

- 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.
- 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 Assistant Vice President of Student Development and Community Standards via the “Student Formal Complaint Form” <https://pittcc.edu/academics/student-development-services/student-code-of-conduct/student-complaints-policy/> If the Student Grievance Procedure/Due Process is followed as indicated below, the Office of the Vice President for Student Development Services will respond in writing to written student complaints within 10 business days.

#### Student Grievance Procedure and 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:

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

- 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 Assistant Vice President of Student Development and Community Standards 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, guests and visitors are encouraged to report sexual misconduct, harassment or discrimination that occurs on or off campus. Dr. Johnny M. Smith, Vice President for Student Development Services and the Vice President of Human Resources are the College's Title IX Co-ordinators.

College contact for students, faculty, staff, bystanders, guests and visitors reporting sexual misconduct, harassment or discrimination involving a student:

Dr. Johnny M. Smith, 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: [jmsmith@email.pittcc.edu](mailto:jmsmith@email.pittcc.edu)  
Office Location – Room 116 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:

Vice President of Human Resources  
Pitt Community College, P.O. Drawer 7007, Greenville, N.C. 27835-7007  
Phone: (252) 493-7289  
Fax: (252) 321-4392  
Office Location – Room 129 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 wellbeing, 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 cannot 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.pitcc.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

Student Support Manager

Campus Prevention Programming Contact  
(252) 493-7480

Vice President of Human Resources, Pitt Community College  
(252) 493-7288

### **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 have 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.

## **Title IX and Violence Against Women Reauthorization Act "VAWA"**

**"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."**

**20 U.S.C. § 1681**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Examples of programs and activities subject to Title IX protection includes Athletics, recruitment, admissions, financial aid, and scholarships.

Pitt Community College complies with Title IX and prohibits discrimination in all programs and activities on basis of sex. The Violence Against Women Reauthorization Act "VAWA" imposes new obligations on colleges and universities under the Campus Sexual Violence Act "SaVE Act." VAWA requires colleges and universities to:

- ✓ Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates.
- ✓ Adopt certain student discipline procedures, such as for notifying purported victims of their rights.
- ✓ Adopt certain institutional policies to address and prevent campus sexual violence.

## **Title IX Policy on Pregnancy**

In accordance with Title IX of the Education Amendments of 1972, Pitt Community College does not discriminate against any student, or exclude any student from its education programs or activities, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, and/or termination of pregnancy or recovery therefrom. Absences due to pregnancy or childbirth must be excused for as long as medically necessary it documented by the student's doctor. When the student returns to school following an absence due to pregnancy or childbirth, they must be reinstated to the same academic and extracurricular statuses they held before their medical leave began. Pregnant students may be required to submit medical certification for school participation only if the same requirement exists for all students with physical or emotional conditions requiring the attention of a physician.

A student cannot be penalized for pregnancy or related conditions. The College must provide the student with the opportunity to make up the work they missed while they were on medical leave due to pregnancy or related conditions, including recovery from childbirth, even if it is for an extended period of time.

Please direct questions or concerns about Title IX, VAWA and Policy on Pregnancy to:

Dr. Johnny M. Smith, Compliance Officer  
Vice President of Student Development Services  
Pitt Community College  
P. O. Drawer 7007  
Greenville, NC 27835-7007  
Telephone: 252-493-7211  
Email: [jmsmith@email.pitcc.edu](mailto:jmsmith@email.pitcc.edu)

The U.S. Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at: <https://www2.ed.gov/about/offices/list/ocr/index.html>

## **Student Financial Aid Concerns**

Student should direct concerns regarding Title IV Higher Education Act financial aid or NC State financial aid programs to the Vice President, Student Development Services. Student may also direct concerns regarding Title IV Higher Education Act guidelines to the US Department of Education by calling 1-800-433-3243. Student may direct concerns regarding the NC State financial aid program 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

### Threat Assessment Team

Pitt Community College's Threat Assessment Team (TAT) is established to investigate upon information on signs of a potential threat displayed by students at Pitt Community College and/or citizens on any sites operated by our institution. Threat Assessment Team members are selected for their expertise and are

trained in key areas to address a response to extreme abnormal behaviors that may be otherwise identified as a threat to the College community. Any suggestions or recommendations made by committee members will be taken into consideration based upon their expertise, and leaning on that expertise immediate action will follow.

The Pitt Community College Threat Assessment Team can be contacted via email at [PCCTAT@email.pittcc.edu](mailto:PCCTAT@email.pittcc.edu).

## 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.

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.

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.



## TOBACCO USE POLICY

Pitt Community College is a smoke-free campus. Smoking is prohibited by students, staff, faculty, or visitors in/on all campus grounds, buildings, facilities or property owned, leased, or operated by Pitt Community College. Smoking includes the use of cigarettes, cigars, all forms of e-cigarettes, and hookah.

Smokeless tobacco is prohibited inside PCC facilities and vehicles.

For more information on PCC's tobacco policy and to read the full policy, please go to [www.pittcc.edu](http://www.pittcc.edu) and search "tobacco policy."

## 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.

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.

Student organizations must request permission from the Vice President of Student Development Services to hold special sale

## 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 and students' success.

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

### Marketing

The Marketing staff manages the development and purchase 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 Jane Power, Marketing Director, in Room 119 of the Vernon White Building or (252) 493-7630.

### 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 have 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 118. The phone number is (252) 493-7229.

### 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 authorization from 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 Down East Holiday Show and the PCC Scholarship Event. 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 F. Goess Student Center and other campus facilities. For further information, contact the Foundation Office, Vernon White Building, Room 113 or call (252) 493-7210 or visit [www.pittccfoundation.com](http://www.pittccfoundation.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. Direct all news media inquiries and interview requests 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.

### VISIONS, 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. The Eddie and Jo Allison Smith Family Foundation, the PCC Foundation, and PCC fund these programs. For further information, contact Marianne Cox, Assistant Vice President of Institutional Advancement, in the Vernon White Building, Room 119 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) 493-7210. 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.

## **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.

## **COMPUTER NETWORK ACCEPTABLE USE POLICY**

### **Mission**

The primary purpose of the Pitt Community College computer network is educational. The College's mission is to educate and empower people for success. This mission will be achieved by encouraging lifelong learning, establishing positive learning environments, ensuring academic excellence, enhancing economic development and quality of life, and emphasizing multicultural experiences. All users must understand this purpose.

### **Code of Conduct for Users of PCC's computer resources and computer network**

The users of all PCC's computer resources and computer network 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 network. 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 [www.pittcc.edu](http://www.pittcc.edu), including responsibility for becoming informed of and complying with license and copyright provisions of the software they use. Unacceptable use of the network will result in suspension or revocation of those privileges.

Unacceptable Use Includes:

1. Using the network for any illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or other commercial gain;
3. Degrading or disrupting equipment or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities, including unauthorized use of others' passwords;
7. Invading the privacy of individuals;
8. Posting anonymous messages which incite, inflame, and are derogatory or the intent is malice;
9. Creating and displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material,



including broadcasting unsolicited messages or sending unwanted mail;

- Using the network in support of groups outside the College when such use is not in keeping with the mission of the College; and
- Using personal web pages not primarily focused on the mission of the College.

### Network Procedures

- Manners** - Appropriate network manners include being polite, using appropriate language, and not revealing personal addresses or phone numbers of students or colleagues. Remember: Electronic mail (email) is not guaranteed to be private. In addition, system operators log network use (www, e-mail, etc.). However, all communication and information accessible on the networks can be assumed to be private (following the dictates of common politeness and common sense).
- 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 Network Administration Hierarchy.
- Disclaimer** - Information obtained through www.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 network privileges. 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 118, 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 current, 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 fifty (50) laptop computers are available for use in the Library. Wireless Internet access is available throughout the Library for Wi-Fi-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 cardholders 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 closes 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 provides a pleasant atmosphere conducive to study. More information is on the Library webpage at [www.pitcc.edu/academics/library](http://www.pitcc.edu/academics/library) or by phone at (252) 493-7350.

## 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



## PCC GLOBAL

The Office of PCC Global 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, PCC Global 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:

<https://pittcc.edu/academics/pcc-global/> or contact

PCC Global at [pccglobal@my.pittcc.edu](mailto:pccglobal@my.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 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, students must meet specific requirements.

### 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

The Continuing Education and Community Development courses publishes a schedule of courses each semester and distributes it throughout Greenville and surrounding areas. Class offerings depend upon demonstration of sufficient interest and availability of required facilities and qualified instructors. Various media such as newspapers, radio, television, and Pitt Community College website also 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 is available to individuals upon written request. Certificates are available upon completion of a single course and/or a cluster of courses.

### Registration and Attendance

Registration occurs 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 a 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. Only American currency is acceptable for payment of tuition, fees and other expenses.

PCC may change specific fees, such as lab fees, 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 worker's compensation. Insurance participation is optional for other students. The insurance provider sets the structure annually. 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.

### **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 refund is possible 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. The student must complete a Continuing Education Drop/Refund Request form.
3. No consideration of requests for refunds will occur 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 North Carolina State Board of Community Colleges set the refund policy, which 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 textbook is required, students receive notification 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. PCC provides these opportunities through single courses or a series of courses designed for a specific occupation.

The design of these courses is 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 available 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 available at a time and place convenient to the employee and/or employer.

The following are examples of general occupational courses:

Auto Safety  
Blue Print Reading  
CPR - Healthcare Provider (BLS)  
CPR - Heart Saver  
CPR Instructor Training  
Computer Software Training  
Construction Trades  
EKG Monitor Technician (12 Lead EKG)  
HVAC: CE Credit Courses  
Industrial Safety  
Medication Aide  
Nurse Aide II Competency Testing  
Nursing Assistant - Level I & II  
Nursing Assistant Refresher  
OBD Emissions  
Pharmacy Technician Training  
Phlebotomy National Certification  
Respiratory Care Practitioner Refresher Course  
Spanish: Beginning Conversation Level I & II  
Telecommunicator

### **Public Safety Instruction**

#### Law Enforcement, Detention and Security Officer Training

Thomas Forrest - tforrest@email.pittcc.edu

Several short courses and seminars are available to upgrade and train law enforcement and correctional officers. Examples include Mandatory In-Service Training; Radar; Instructor School; Criminal Investigation; Detention Officer Certification Training; Taser; Physical Fitness; 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

Mckenzie Newkirk - Inewkirk@email.pittcc.edu

The Emergency Services Program provides Emergency Medical Services training from EMT-Basic to Certification.

Continuing Education for EMT professionals and volunteer staff is available on a regular basis. We also offer in-service training for EMS personnel.

PCC also offers a curriculum program in Emergency Medical Science.

#### Emergency Management Training

Mckenzie Newkirk - Inewkirk@email.pittcc.edu

The Emergency Management (EM) Program is a multi-discipline program that provides training and educational opportunities to all public safety providers 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 Program 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: [www.nccrimecontrol.org/](http://www.nccrimecontrol.org/)

### Fire/Rescue Training

Mckenzie Newkirk – [1newkirk@email.pittcc.edu](mailto:1newkirk@email.pittcc.edu)

The Fire and Rescue Training Program provides fire and rescue personnel an opportunity to gain technical information and to build skills in modern firefighting through a variety of learning experiences. These courses are usually available at local fire departments for volunteer and career firefighters who train as an organized group utilizing equipment and methods they would ordinarily use in preventing and suppressing fire.

Subject areas for firefighters may include: cadet fire academy, arson detection, compressed gas emergencies, fire apparatus practices, hazardous materials, introduction to firefighting, ladder practices, hose practices, personal protective equipment, and firefighting 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 Occupational Extension**

#### Licensure/Certification

The Licensure/Certification Program provides 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. It is possible to tailor this training 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**

Sidette Boyce-Brown – [sboyce@email.pittcc.edu](mailto:sboyce@email.pittcc.edu)

#### 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 that 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 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 as well as 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. The student must be a high school graduate or have high school equivalency (GED®) credentials.

#### 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 available each semester.

#### Nurse Aide II Competency Testing

This course is designed to provide the student an opportunity to demonstrate competency skills required by the NC Board of Nursing to practice as a NA II. Students who have been off the NA II registry 24 months or less are eligible to take this test. The student must be active on the NA I registry and have been listed on the NA II registry. Students successfully demonstrating all required skill will be referred to the Board of Nursing for re-listing on the NA II registry. Contact (252) 493-7233 to schedule an appointment.

#### 12 Lead EKG Monitor Technician

The EKG Monitor Tech is an 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 ectopy rhythms. The student will become proficient in reading and interpreting EKG's. Upon successful completion of a written exam and practical skills, the student receive certification as an EKG Monitor Technician. This certification qualifies 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 receives a CPR Instructor's Certificate. Pre-requisite: Current certification in BLS Healthcare Provider CPR & HeartSaver First Aide, Essential Course, and application for the

training course that denotes the participant is accepted by a training center, and an instructor information sheet.

### 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 Heart saver 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.

### Respiratory Care Practitioner Refresher Course

The Respiratory Care Practitioner Refresher Course is a 20 hour hands-on review and evaluation of procedural skills required for entry-level status by the National Board for Respiratory Care. Successful completion of this course fulfills, in part, the licensing requirements set forth by the NC Respiratory Care Board (NCRCB). For more information of the complete licensing process, contact the NCRCB.

### 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 obtain employment 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.

### Leadership Development Training

Leadership Development Training courses are designed for potential and current supervisors who want to become leaders that are more effective. Courses are available both on and off campus. The courses are flexible in content and meeting times. PCC makes

every effort to fit course content to particular individual, industrial, or business needs.

### **Organizational Improvement Training**

The Continuing Education and Community Development Division provides 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 has licensure 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 a Continuing Education and Community Development Dean to plan an appropriate program.

### **Business and Industry Services**

The primary purpose of the Business and Industry Services area is to develop and deliver customized training that 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 relate directly 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 are available to meet specific needs such as training individuals for employment for new industries locating in the area, training new employees for specific 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 Training Program (CTP)**

This program is designed to meet the needs of the businesses and industries of Pitt County that are installing new technology, making sufficient capital investment, and/or adding new jobs and their employees need training in key areas of the organization. This is a grant program approved by the North Carolina Community College System (NCCCS). The Director of Business and Industry can be contacted to inquire about this program, (252) 493-7216.

### **Small Business Center**

The Small Business Center of Pitt Community encourages 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 available in 2-3 hour free weekly seminars open to the public.

Sample seminar topics include the following:  
Starting a Small Business



- Financing Your Business
- Successful Marketing Strategies
- Building a Brand
- Grant Writing
- Doing Business with the Government
- Hiring Smart
- Business Bookkeeping

The counseling services provided by the Small Business Center are available at no cost to Pitt County residents by appointment only. All discussions are 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 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
- Basic Computer Skills
- Basic Pistol Shooting/Concealed Carry
- Conversational Spanish
- Creative Writing
- Fitness Programs
- Floral Design
- Golf for Women
- Health and Wellness
- Investments and Securities
- Memoir Writing
- Motorcycle Safety courses
- Sign Language: American
- Youth Summer Programs

### Human Resources Development

Human Resources Development (HRD) educates and trains 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 incorporate 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.

### National Career Readiness Certificate

We offer the following to aid in skill enhancement for the National Career Readiness Certificate (NCRC):

NCRC 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 NCRC system. Accessible from anywhere students have internet access; NCRC 101 meets individuals at their current skill level to aid in skill enhancement.

### Workshops, Seminars, and Conferences

PCC plans and offers workshops, seminars, and conferences 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 in the case of advance arrangements made with Pitt Community College (and if participants meet necessary requirements for receiving credit).

### Self-Supporting Courses

Some courses are available as self-supporting courses. These are courses provided by PCC at the request of the community but for which the college receives no state budget. Course fees cover financing of these courses. Self-supporting courses are non-transferable and non-refundable.

## BIONETWORK

BioNetwork is part of the North Carolina Community College System, hosted by community colleges throughout the state. The mission of BioNetwork is to provide high quality economic and workforce 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 the following:

- 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 STUDIES

Transitional Studies Department offers educational opportunities at no cost 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), Adult Secondary Education (ASE), and English Language Acquisition (ELA) provide foundational instruction in reading, writing, math, speaking, listening, and technology in the context of careers, career exploration, workplace literacy, and postsecondary training. Programs are available to address varying student needs and interests. All classes are offered at no cost to the student.

### Ability to Benefit Policy

Pitt CC's Transitional Studies Ability to Benefit policy applies to students enrolled in these programs. Students must be able to take a National Reporting System-approved test (such as TABE or CASAS) achieving a valid score in order to enroll, and they must make progress toward identified goals within two years of enrollment.

### Career and College Connections (Basic Skills Plus)

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

### Adult Basic Education (ABE)

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 provide basic literacy level instruction, while others prepare for the high school equivalency test or Adult High School diploma. All provide reading, writing, and math instruction in the context of workforce 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 are available to supplement instruction for students working toward their goals. Classes are available throughout the Pitt County service area, both days and evenings, and may have co-sponsors such as community agencies, churches, businesses, or schools.

### Adult Secondary Education (ASE)

#### 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 issued jointly 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 (HSE)

Adult residents of North Carolina who have not completed high school may earn a High School Equivalency Diploma by passing a battery of tests. Students may choose to take the GED® (General



Educational Development), HiSET (High School Equivalency Tests), or TASC (Tests of Adult Secondary Completion) tests. The State Board of the North Carolina Community College System awards this diploma. Classes are available through the Adult Secondary Education Program offered-morning, afternoons and evenings, both on- and off- campus -to provide instruction for preparation for these tests. There are fees associated with the tests. Contact the Transitional Studies office for more information.

### **Distance Education**

Distance Learning opportunities to improve academic skills, prepare for HSE tests, prepare for post-secondary training enrollment, and/or prepare for college entry placement tests are available as both hybrid and regular distance classes. Students may request distance learning as a supplement to their instruction or instead of traditional classes only if they have a valid placement test score in reading and/or math. It is recommended that distance learning students be functioning at least at an adult intermediate high academic level. Each distance learning program requires a minimum weekly attendance in order for students to remain active in the program.

### **Workplace Literacy**

Workplace literacy is a program of instruction designed for adults in the workplace. In conjunction with employers, instruction fits the needs of adult learners who seek to improve reading, writing, math, speaking, listening, and technology skills to enhance performance on the job, on adult high school equivalency or college entrance/placement exams. Classes may be available on the job-site.

### **English Language Acquisition (ELA)**

ELA instructs adults whose primary language is not English. The program helps adults improve their English reading, writing, listening, and speaking skills. All ELA courses help adults become literate and obtain the knowledge and necessary skills for employment, for economic self-sufficiency, and to further their education. Classes range from beginning to advanced levels.

Instruction in U.S. citizenship, TOEFL preparation, transition to high school equivalency and workforce preparation are also aspects of the program.

### **Learning Center**

The Learning Center is available to adults who wish to have additional access beyond the regular classes available for improving reading, writing, math, speaking, listening, and technology skills as well as prepare for 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. Distance Learning opportunities are also available through the Learning Center. Contact the Transitional Studies office for hours of operation and additional information.

### **Career Academy**

Career Academy provides intensive basic academic instruction in the context of career development, career exploration, and employability skills to students who have difficulties or challenges in learning. Students completing the academy receive a certificate of completion that they may then use to assist in job attainment. Career modules and topics provide hands-on and experience-based learning opportunities in a variety of career paths.

### **Achieving College Entry (ACE)**

ACE is offered to any high school or HSE graduate or HSE near-graduate to provide academic review and refreshment for improving college placement test scores, assist in navigating financial aid application and college application, and address other challenges for preparing for college enrollment. This free program is available prior to each semester. Individualized learning opportunities through the Learning Center are also available for students needing additional instruction.

- **Associate in Applied Science  
Degrees/Diplomas/Certificates**
  
- **Associate in Arts**
  
- **Associate in Engineering**
  
- **Associate in Science**
  
- **Associate in Fine Arts in Music**
  
- **Associate in Fine Arts in Visual Arts**
  
- **Associate in General Education**



## 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.

The program titles listed in bold typeface 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 higher-level credential programs. These special diplomas and certificates are listed below each parent program.

Diploma programs are designed to provide entry-level employment training. Diploma programs range from 36 to 48 semester 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.

All major courses in one of the special diploma or certificate programs contribute to the higher-level program. This "career ladder" design allows the students to move to a higher-level program without course duplication.

## Career and College Promise Diploma Pathways / Certificate Pathways

The goal of Career and College Promise is to provide seamless dual enrollment educational opportunities for eligible North Carolina high school students. Students accomplish this 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 homeschool junior and seniors.

<b>A25800A</b>	<b>Accounting and Finance: Accounting</b>
C2580001	Basic Accounting Certificate
C2580002	Managerial/Small Business Accounting Certificate
C25800H1	Accounting Pathway
<b>A25800F</b>	<b>Accounting and Finance: Financial Services</b>
C2580003	Basic Financial Services Certificate
<b>C45530</b>	<b>Advanced Medical Coding Certificate*</b>
<b>A30100</b>	<b>Advertising and Graphic Design</b>
D3010001	Fine Arts Supplemental Diploma
C3010002	Advertising and Graphic Design Certificate
D30100H1	Advertising and Graphic Design Pathway
C30100H1	Advertising and Graphic Design Pathway
<b>A35100</b>	<b>Air Conditioning, Heating &amp; Refrigeration Technology</b>
D3510001	Air Conditioning, Heating and Refrigeration Services Diploma
D3510002	Efficiency and Performance Diagnostics Diploma
C3510001	Heating and Air Conditioning Service Certificate
C35100H1	Air Conditioning, Heating & Refrigeration Technology Pathway
C35100H2	Air Conditioning, Heating & Refrigeration Technology Pathway (PCS Technical)
<b>A40100</b>	<b>Architectural Technology</b>
C40100H1	Architectural Technology Pathway
<b>A45110</b>	<b>Associate Degree Nursing*</b>
<b>D60430</b>	<b>Automotive Light-Duty Diesel Technology Diploma</b>
<b>A60160</b>	<b>Automotive Systems Technology</b>
D6016001	Automotive Systems Technology Diploma
C6016005	Automotive Systems Technology Level I Certificate
C60160H1	Automotive Systems Technology Pathway
<b>A20100</b>	<b>Biotechnology</b>
D20100H1	Biotechnology Pathway
D20100H2	Biotechnology Pathway
C20100H1	Biotechnology Pathway
<b>C45490</b>	<b>Breast Sonography Certificate*</b>
<b>A35140</b>	<b>Building Construction Technology</b>
D3514001	Residential Carpentry Diploma
C3514001	Framing Certificate
D35140H1	Building Construction Technology Pathway
<b>A25120B</b>	<b>Business Administration : General</b>
C2512001	Management Applications and Principles Certificate
C2512006	Business Supervisor Certificate
A25120BX	Business Administration: General - Weekend
C25120X2	Business Supervisor Certificate - Weekend

C25120X1	Management Applications and Principles Certificate - Weekend	<b>A35130</b>	<b>Electrical Systems Technology</b>
D25120H1	Business Administration Pathway	D3513001	Electrical Systems Technology Diploma
D25120H2	Business Administration Pathway	C3513001	Basic Wiring Certificate
C25120H1	Business Administration Pathway	C3513003	Industrial Controls Certificate
<b>A25120H</b>	<b>Business Administration: Human Resources Management</b>	C3513004	Photovoltaic Systems Certificate
C2512004	Human Resource Management Certificate	C3513002	Programmable Logic Controller Certificate
<b>A25120M</b>	<b>Business Administration: Marketing</b>	D35130H1	Electrical Systems Technology Pathway
C2512004	Marketing Certificate	C35130H1	Electrical Systems Technology Pathway
D25120H3	Business Administration Pathway: Marketing	<b>A40200</b>	<b>Electronics Engineering Technology</b>
<b>A45160</b>	<b>Cardiovascular Sonography*</b>	C4020004	Automation Technology Certificate
D4516001	Cardiovascular Sonography (Echocardiography) Diploma*	C4020001	Basic Electronics Certificate
<b>D45200</b>	<b>Computed Tomography and Magnetic Resonance Imaging Technology Diploma*</b>	C4020005	Biomedical Electronics Certificate
C4520001	Computed Tomography Certification*	C4020003	Computer Technology Certificate
C4520002	Magnetic Resonance Imaging Certification*	C40200H1	Electronics Engineering Technology Pathway
<b>A50210</b>	<b>Computer-Integrated Machining</b>	<b>A45340</b>	<b>Emergency Medical Science*</b>
D5021001	Computer-Integrated Machining Diploma	C4534001	EMS Basic Certificate*
C5021001	CNC Certificate	C45340H1	Emergency Medical Science Pathway (EMS Basic)
C5021003	CNC Level I Certificate	<b>A45340B</b>	<b>Emergency Medical Science Bridge*</b>
C5021004	CNC Level II Certificate	<b>A25490</b>	<b>Entrepreneurship</b>
C5021005	CNC Level III Certificate	C2549001	Entrepreneurship Certificate
C5021006	CNC Level IV Certificate	C25490H1	Entrepreneurship Pathway
C5021007	CNC Operator Certificate	<b>A45360</b>	<b>Health Information Technology*</b>
C5021008	Machining Level I Certificate	<b>A25510</b>	<b>Healthcare Business Informatics</b>
C5021009	Machining Level II Certificate	C2551002	Healthcare Database Administration & Support Certificate
C50210H1	Computer-Integrated Machining Pathway (PCS Technical)	C2551001	Healthcare Infrastructure Support Certificate
C50210H2	Computer-Integrated Machining Pathway (PCS Technical)	C25510H1	Healthcare Business Informatics Pathway
<b>A55180</b>	<b>Criminal Justice Technology</b>	<b>A25200H</b>	<b>Healthcare Management Technology: General</b>
A55180X	Criminal Justice Technology - Weekend	<b>A25200A</b>	<b>Healthcare Management Technology: Accounting Concentration</b>
D55180H1	Criminal Justice Technology Pathway	C2520001	Healthcare Management Technology Certificate
C55180H1	Criminal Justice Technology Pathway	C25200H1	Healthcare Management Technology Pathway
<b>A5518B</b>	<b>Criminal Justice Technology - Financial Crime/Computer Fraud</b>	<b>A25200E</b>	<b>Healthcare Management Technology: Healthcare Entrepreneurship</b>
A5518BX	Criminal Justice Technology - Financial Crime/Computer Fraud - Weekend	<b>A25200L</b>	<b>Healthcare Management Technology: Long-Term Care</b>
<b>A55220C</b>	<b>Early Childhood Education Career Track</b>	C2520004	Long-Term Care Certificate
D5522001	Early Childhood Education Diploma	<b>A15240</b>	<b>Horticulture Technology</b>
C5522001	Administration Certificate	C15240H1	Horticulture Technology Pathway
C5522002	Early Childhood Education Certificate	<b>A45380</b>	<b>Human Services Technology</b>
C5522003	Infant and Toddler Certificate	D4538001	Human Services Technology Diploma
C5522004	School Age Certificate	C45380H1	Human Services Technology Pathway
C5522005	Special Education Certificate	<b>A4538B</b>	<b>Human Services Technology Gerontology</b>
C55220H1	Early Childhood Education Pathway	C4538B01	Aging Studies Certificate
<b>A55220A</b>	<b>Early Childhood Education: Early Education Non-Teaching</b>	<b>A4538E</b>	<b>Human Services Technology Substance Abuse</b>
<b>A55220L</b>	<b>Early Childhood Education: Birth through Kindergarten</b>	C4538E01	Substance Abuse Certificate



**A50260 Industrial Management Technology**  
 C5026002 Bio-Maintenance Practices Certificate  
 C5026001 Principles of Lean Manufacturing Certificate  
 C5026003 Principles of Supplier Quality Certificate  
 C5026004 Problem-Solving Certificate  
 C50260H1 Industrial Management Technology Pathway

**A50240 Industrial Systems Technology**  
 D5024001 Industrial Maintenance Diploma  
 C5024001 Basic Mechanical Maintenance Certificate  
 C5024002 Bio-Maintenance Certificate  
 C5024003 Facilities Maintenance Certificate  
 C50240H1 Industrial Systems Technology Pathway  
 C50240H2 Industrial Systems Technology Pathway (Pre-Apprenticeship)

**A25590P Information Technology: Computer Programming and Development**  
 C2559003 C++ Programming Certificate  
 C2559004 JAVA Programming Certificate  
 C2559008 Python Programming Certificate  
 C25590H1 Information Technology Pathway (Computer Programming and Development)

**A25590S Information Technology: Cyber Security**  
 C2559007 Network Security Certificate  
 C25590H2 Information Technology Pathway (Cyber Security)

**A25590N Information Technology: Network Management**  
 C2559013 IP Telephony Administration Certificate  
 C2559009 Routing and Switching Certificate  
 C2559010 System Administrator Certificate  
 C2559011 Wireless LAN Certificate  
 C25590H3 Information Technology Pathway (Network Management)

**A25590T Information Technology: Support and Services**  
 D2559001 Information Technology Diploma  
 C2559001 Computer Information Technology Certificate  
 C2559002 Desktop Support Technician Certificate

**A25590W Information Technology: Web Administration and Design**  
**C25590M Mobile App Entrepreneur Certificate**  
 C2559012 Web Design Certificate  
 C25590H4 Information Technology Pathway (Web Administration and Design)

**C45830 Mammography Certificate\***

**A40320 Mechanical Engineering Technology**  
 D4032001 Mechanical Engineering Technology Diploma  
 C4032005 Manufacturing Processes Fundamentals Certificate  
 C4032003 Mechanical Engineering Software Certificate  
 C4032004 Mechanical Fundamentals Certificate  
 C40320H1 Mechanical Engineering Technology Pathway  
 C40320H2 Mechanical Engineering Technology Pathway

**A45400 Medical Assisting\***

**D45450 Medical Dosimetry Diploma\***

**A25310M Medical Office Administration: General**  
 C2531006 Medical Receptionist Certificate  
 C25310H1 Medical Office Administration Pathway

**D2531007 Medical Office Administration: Dental Office Administration Diploma**  
 D25310X7 Medical Office Administration: Dental Office Administration Diploma - Weekend

**A25310A Medical Office Administration: Medical Auditor**  
 D2531008 Medical Auditor Diploma

**A25310C Medical Office Administration: Medical Billing and Coding**  
 D2531005 Medical Billing and Coding Diploma

**A25310R Medical Office Administration: Patient Services Representative**  
 D2531006 Patient Services Representative Diploma  
 C2531008 Patient Services Representative Certificate

**A45440 Medical Sonography\***

**A45460 Nuclear Medicine Technology\***  
 D4546001 Nuclear Medicine Technology Diploma\*

**D45970H1 Nurse Aide Pathway**

**A45500 Occupational Therapy Assistant\***

**A25370G Office Administration: General**  
 D2537005 Office Administration Diploma  
 C2537005 Office Software Certificate  
 D25370H1 Office Administration Pathway  
 C25370H1 Office Administration Pathway

**A25370F Office Administration: Office Finance**  
 C2537006 Office Finance Certificate

**A25370L Office Administration: Legal Office**  
 C2537007 Legal Certificate

**A25380 Paralegal Technology**  
 D2538001 Paralegal Technology Diploma

**D45950H1 Phlebotomy Pathway**

**A45670 Polysomnography\***

**A45670B Polysomnography Bridge\***

**C45650 Polysomnography Certificate\***

**D45820 Positron Emission Tomography Diploma\***  
 C4582001 PET Certificate\*

**D45680 Radiation Therapy Technology Diploma\***

<b>A45700</b>	<b>Radiography*</b>
<b>A45150</b>	<b>Recreational Therapy Assistant</b>
C45150H1	Recreational Therapy Assistant Pathway
<b>A45720</b>	<b>Respiratory Therapy*</b>
<b>A25450</b>	<b>Simulation and Game Development</b>
C2545001	Art Certificate
C2545002	Programming Certificate
C25450H1	Simulation and Game Development Pathway
C25450H2	Simulation and Game Development Pathway (SGD Art)
C25450H3	Simulation and Game Development Pathway (SGD Programming)
<b>A45750</b>	<b>Therapeutic Massage*</b>
D4575001	Therapeutic Massage Diploma*
<b>A45750B</b>	<b>Therapeutic Massage Bridge*</b>
<b>A50420</b>	<b>Welding Technology</b>
D5042001	Basic Welding Diploma
C5042001	Basic Welding Certificate
C5042007	Bio-Welding and Repair Certificate
C5042003	GMAW (MIG) Certificate
C5042004	GTAW (TIG) Certificate
C5042008	Intermediate Welding Certificate
C5042002	SMAW (Stick) Certificate
C5042006	Welding BPR/Testing Certificate
D50420H1	Welding Technology Pathway
C50420H1	Welding Technology Pathway
C50420H2	Welding Technology Pathway
T90900	Special Credit

\*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 health sciences admissions specialists. All applicants to these programs will be placed in the Associate in General Education (AGE) program (A10300) pending acceptance into a health sciences program.



# Accounting and Finance: Accounting (A25800A)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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 and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

### Course and Hour Requirements

Major Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 129 Individual Income Taxes	2	2	0	3
ACC 140 Payroll Accounting	1	3	0	2
ACC 150 Accounting Software Appl	1	2	0	2
ACC 220 Intermediate Accounting I	3	2	0	4
ACC 267 Fraud Examination	3	0	0	3
ACC 269 Auditing & 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 Prin of Microeconomics	3	0	0	3
INT 110 International Business	3	0	0	3
WBL 110 World of Work	1	0	0	1
<b>Total</b>				<b>50</b>

#### General Education Courses

ECO 252 Princ of Macroeconomics	3	0	0	3
ENG 111 Writing and Inquiry	3	0	0	3
MAT 152 Statistical Methods I	3	2	0	4
Communication*				3
Humanities/Fine Arts*				3
Math*				3
<b>Total</b>				<b>19</b>

#### Other Required Courses

Other Requirement*				1
<b>Total</b>				<b>1</b>

### Total Credits for AAS Degree **70**

#### \*Recommended General Education and Other Required Options:

Communication:  
COM 120 or COM 231

Humanities/Fine Arts:  
HUM 110 or HUM 115

Math:  
MAT 143 or MAT 171

Other Requirement:  
ACA 111 or 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.

Agreements have been established for the transferability of the associate's degree in Accounting and Finance: Accounting to the Bachelor of Science Business Administration: Accounting with the following:

*University of Mount Olive*

*This program offers the following certificate options:*

### Accounting and Finance: Basic Accounting Certificate (C2580001)

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 150 Accounting Software Appl	1	2	0	2
BUS 110 Introduction to Business	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
<b>Total Credits for Certificate</b>				<b>16</b>

### Accounting and Finance: Managerial/Small Business Accounting Certificate (C2580002)

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 129 Individual Income Taxes	2	2	0	3
ACC 140 Payroll Accounting	1	3	0	2
ACC 150 Accounting Software Appl	1	2	0	2
BUS 110 Introduction to Business	3	0	0	3
<b>Total Credits for Certificate</b>				<b>18</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

### Accounting and Finance Pathway (C25800H1)

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 129 Individual Income Tax	2	2	0	3
CIS 110 Introduction to Computers	2	2	0	3
MAT 152 Statistical Methods I	3	2	0	4
<b>Total Credits for Pathway</b>				<b>18</b>

*Career and College Promise pathways are only available to high school students.*

## Accounting and Finance: Financial Services (A25800F)

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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 and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 267	Fraud Examination	3	0	0	3
BAF 143	Financial Planning	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 125	Personal Finance	3	0	0	3
BUS 147	Business Insurance	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 210	Investment Analysis	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
DBA 112	Database Utilization	2	2	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
INT 110	International Business	3	0	0	3
WBL 110	World of Work	1	0	0	1
<b>Total</b>					<b>51</b>

#### *General Education Courses*

ECO 252	Princ of Macroeconomics	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 152	Statistical Methods I	3	2	0	4
Communication*					3
Humanities/Fine Arts*					3
Math*					3
<b>Total</b>					<b>19</b>

#### *Other Required Courses*

Other Requirement*					1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree** **71**

#### *\*Recommended General Education Options:*

##### Communication:

COM 120 or COM 231

##### Humanities/Fine Arts:

HUM 110 or HUM 115

##### Math:

MAT 143 or MAT 171

##### Other Requirement:

ACA 111 or 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.

Agreements have been established for the transferability of the associate's degree in Accounting and Finance: Financial Services to the Bachelor of Science Banking and Finance with the following:

*University of Mount Olive*

*This program offers the following certificate options:*

### **Accounting and Finance: Basic Financial Services Certificate (C2580003)**

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 267	Fraud Examination	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 225	Business Finance	2	2	0	3
<b>Total Credits for Certificate</b>					<b>13</b>

Contact the program coordinator or department chair for specific requirements.



## Advanced Medical Coding Certificate (C45530)

The Advanced Medical Coding curriculum provides the didactic and clinical experience necessary to become competent credentialed coders.

Coursework includes reimbursement, advanced International Classification of Diseases-10th Revision-Clinical Modification/Procedure Coding System (ICD-10-CM/PCS), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS).

Graduates may be eligible to take either of the Certified Coding Specialist exams: the Certified Coding Specialist and/or the Certified Coding Specialist-Physician Based (CCS/CCS-P).

*Individuals entering this curriculum must be a graduate of a Commission on Accreditation for Health Informatics and Information Management (CAHIIM) accredited health information program.*

### Course and Hour Requirements

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
AMC 200 Health Information for Coders	2	0	0	2
AMC 201 Legal and Compliance	2	0	0	2
AMC 202 Coding for Reimbursement	2	0	0	2
AMC 203 Intermediate ICD Diagnoses	2	3	0	3
AMC 204 Intermediate ICD Procedures	2	3	0	3
AMC 205 Intermediate CPT Coding	2	3	0	3
AMC 206 Clinical Documentation	2	3	0	3
AMC 207 Advanced Medical Coding Lab I	0	6	0	2
AMC 208 Advanced Medical Coding Lab II	0	6	0	2
AMC 209 Professional Practice Exp.	0	0	6	2
<b>Total Credit for Certificate</b>				<b>24</b>

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pitcc.edu](http://www.pitcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Advanced Medical Coding > Curriculum).

# 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 graphic operations.

## Course and Hour Requirements

Major Courses	Class	Lab	WkExp	Clinic/ Credit	
				Hours	Hours
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 Tech I	1	4	0	3
GRD 156	Computer Design Apps I	0	3	0	1
GRD 157	Computer Design Apps II	0	3	0	1
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 Promotio	3	0	0	3
Drawing Elective*					2
Graphic Design Elective*					2
Web Elective*					7
<b>Total</b>					<b>49</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Natural Science/Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>65</b>

### \*Recommended Elective & General Education Options:

#### Drawing Elective:

ART 131 or GRD 121

#### Graphic Design Elective:

GRD 281 or WBL 112

#### Web Elective - Select One:

##### Web Design/Development (7 credits):

GRD 188, GRD 271 and GRD-272 or GRD-288

##### Web Programming (9 credits):

CTI 110, WEB 120, and WEB 125

### Communication:

COM 110, COM 120, COM 140, COM 231 or ENG 112

### Humanities/Fine Arts:

ART 111, ART 114, ART 115, ENG 231, or ENG 232

### Natural Science/Math:

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

### Social/Behavioral Science:

PSY 150 or SOC 210

### Other Requirement:

ACA 111 or 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.

Agreements have been established for the transferability of the associate's degree in Advertising and Graphic Design to Bachelor of Fine Arts Graphic & Web Design with the following:

### South University

*This program offers the following Diploma and certificate options:*

To meet industry demand for a fine arts background, students may wish to enroll in the Fine Arts Supplemental Diploma. The diploma provides a background in fine arts in areas such as film and/or digital photography, printmaking, and textiles.

### Fine Arts Supplemental Diploma (D3010001)

Major Courses	Class	Lab	WkExp	Clinic/ Credit	
				Hours	Hours
GRD 110	Typography I	2	2	0	3
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Tech I	1	4	0	3
GRD 156	Computer Design Apps I	0	3	0	1
GRD 157	Computer Design Apps II	0	3	0	1
Fine Arts Electives**					12
<b>Total</b>					<b>27</b>
<b>General Education Courses</b>					
COM 231	Public Speaking	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
Humanities/Fine Arts**					3
<b>Total</b>					<b>9</b>

**Total Credits for Diploma 36**

### \*\*Recommended Elective & General Education Options:

#### Fine Arts Electives:

ART 240, ART 241, ART 245, ART 246, ART 247, ART 248, ART 250, ART 261, ART 262, ART 264, ART 265, ART 281, ART 282, ART 283, ART 284

#### Humanities/Fine Arts:

ART 111, ART 114, or ART 115



**Advertising and Graphic Design Certificate (C3010002)**

		Clinic/			Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
GRD 110	Typography I	2	2	0	3
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Tech I	1	4	0	3
GRD 156	Computer Design Apps I	0	3	0	1
<b>Total Credits for Certificate</b>					<b>14</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

**Advertising and Graphic Design Pathway (D30100H1)**

		Clinic/			Credit
<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
ART 111	Art Appreciation	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
GRD 110	Typography I	2	2	0	3
GRD 111	Typography II	2	2	0	3
GRD 121	Drawing Fundamentals 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 Tech I	1	4	0	3
GRD 156	Computer Design Apps I	0	3	0	1
GRD 157	Computer Design Apps II	0	3	0	1
MKT 220	Advertising and Sales Promotio	3	0	0	3
<b>Total Credits for Pathway</b>					<b>36</b>

**Advertising and Graphic Design Pathway (C30100H1)**

		Clinic/			Credit
<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
GRD 110	Typography I	2	2	0	3
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Tech I	1	4	0	3
GRD 156	Computer Design Apps I	0	3	0	1
GRD 157	Computer Design Apps II	0	3	0	1
<b>Total Credits for Pathway</b>					<b>15</b>

*Career and College Promise pathways are only available to high school students.*

# Air Conditioning, Heating & 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

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
AHR 110 Intro 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 HVACR Building Code	1	2	0	2
AHR 215 Commercial HVAC Controls	1	3	0	2
BPR 135 Schematics & Diagrams	2	0	0	2
ISC 115 Construction Safety	2	0	0	2
Computer Elective*				2
Major Elective*				1
<b>Total</b>				<b>52</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	3
Communication*				3
Humanities/Fine Arts*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

### Other Required Courses

ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 68**

### \*Recommended Elective & General Education Options:

Computer Elective:  
CIS 111 or EGR 125

Other Major Elective:

AHR 180, AHR 250, SST 110, SST 120, WBL 111, WBL 121

### Communication:

COM 120 or COM 231

### Humanities/Fine Arts:

ART 111, HUM 110, HUM 115, or MUS 110

### Social/Behavioral Science:

SOC 210 or SOC 213

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

*This program offers the following diploma and certificate options:*

## Air Conditioning, Heating and Refrigeration Services Diploma (D3510001)

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
AHR 110 Intro 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 130 HVAC Controls	2	2	0	3
AHR 133 HVAC Servicing	2	6	0	4
AHR 160 Refrigerant Certification	1	0	0	1
ISC 115 Construction Safety	2	0	0	2
<b>Total</b>				<b>30</b>

### General Education Courses

COM 120 Intro Interpersonal Com	3	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	3
<b>Total</b>				<b>6</b>

**Total Credits for Diploma 36**

## Efficiency and Performance Diagnostics Diploma (D3510002)

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
AHR 110 Intro 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 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 HVACR Building Code	1	2	0	2
CIS 111 Basic PC Literacy	1	2	0	2
SST 110 Intro to Sustainability	3	0	0	3
SST 120 Energy Use Analysis	2	2	0	3
<b>Total</b>				<b>38</b>

### General Education Courses

COM 120 Intro Interpersonal Com	3	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	3
<b>Total</b>				<b>6</b>

**Total Credits for Diploma 44**



**Heating and Air Conditioning Service Certificate (C3510001)**

				Clinic/	Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
AHR 110	Intro 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
<b>Total Credits for Certificate</b>					<b>16</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

**Air Conditioning, Heating and Refrigeration Technology  
Pathway I (C35100H1)**

				Clinic/	Credit
<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
AHR 110	Intro 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
<b>Total Credits for Pathway</b>					<b>16</b>

**Air Conditioning, Heating and Refrigeration Technology  
Pathway II (C35100H1)**

				Clinic/	Credit
<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
ACA 111	College Student Success	1	0	0	1
AHR 111	HVACR Electricity	2	2	0	3
AHR 130	HVAC Controls	2	2	0	3
AHR 151	HVAC Duct Systems I	1	3	0	2
AHR 211	Residential System Design	2	2	0	3
BPR 135	Schematics & Diagrams	2	0	0	2
EGR 125	Apple Software for Tech	1	2	0	2
ISC 115	Construction Safety	2	0	0	2
<b>Total Credits for Pathway</b>					<b>18</b>

*Career and College Promise pathways are only available to high school students.*

## Architectural Technology (A40100)

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.

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

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

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.

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.

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Architectural Technology Pathway (C40100H1)

		Class	Lab	WkExp	Clinic/ Hours	Credit
<b>Required Courses</b>						
ARC 111	Intro to Arch Technology	1	6	0	0	3
ARC 112	Constr Matls & Methods	3	2	0	0	4
ARC 114	Architectural CAD	1	3	0	0	2
ARC 264	Digital Architecture	1	3	0	0	2
SST 140	Green Bldg & Design Concepts	3	0	0	0	3
<b>Total Credits for Pathway</b>						<b>14</b>

*Career and College Promise pathways are only available to high school students.*

### Course and Hour Requirements

		Class	Lab	WkExp	Clinic/ Hours	Credit
<b>Major Courses</b>						
ARC 111	Intro to Arch Technology	1	6	0	0	3
ARC 112	Constr Matls & Methods	3	2	0	0	4
ARC 113	Residential Arch Tech	1	6	0	0	3
ARC 114	Architectural CAD	1	3	0	0	2
ARC 131	Building Codes	2	2	0	0	3
ARC 213	Design Project	2	6	0	0	4
ARC 230	Environmental Systems	3	3	0	0	4
CST 241	Planning/Estimating I	2	2	0	0	3
SST 140	Green Bldg & Design Concepts	3	0	0	0	3
Co-op Elective*						1
Major Requirements*						22
<b>Total</b>						<b>52</b>

#### General Education Courses

ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
Humanities/Fine Arts*						3
<b>Total</b>						<b>15</b>

#### Other Required Courses

Other Requirement*						1
<b>Total</b>						<b>1</b>

### Total Credits for AAS Degree 68

#### \*Recommended Elective & General Education Options:

##### Co-op Electives:

WBL 111 or WBL 121

##### Major Requirements:

ARC 114A, ARC 119, ARC 133, ARC 211, ARC 225, ARC 225A, ARC 231, ARC 240, ARC 264, CST 221, LAR 111

##### Humanities/Fine Arts:

ART 111, HUM 110, HUM 115, HUM 140, MUS 110, PHI 240, or REL 110

##### Other Requirement:

ACA 111 or ACA 122



## 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 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

				Clinic/	Credit
<i>Major Courses</i>		Class	Lab	WkExp	Hours
BIO 271 <sup>+</sup>	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 Psych	3	0	0	3
<b>Total</b>					<b>49</b>

<i>General Education Courses</i>					
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*					3
<b>Total</b>					<b>20</b>

**Total Credits for AAS Degree 69**

#### *\*Recommended Elective & General Education Options:*

##### Humanities/Fine Arts:

HUM 115 or PHI 240

<sup>+</sup> BIO 271 must be taken in the fall of senior year in conjunction with NUR 211 and NUR 212.

Students making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittec.edu](http://www.pittec.edu) to review the requirements (click on Academics > Programs > Health Sciences > Associate Degree Nursing > Curriculum).

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,  
Suite 850  
Atlanta, GA 30326  
Phone: 404-975-5000

## Automotive Light-Duty Diesel Technology Diploma (D60430)

A program that prepares individuals to apply technical knowledge and skills to diagnose, adjust, repair or overhaul light duty diesel-electric drive, engine performance, engine repair, emission systems, and all types of diesel engines related to light duty diesel vehicle. Includes technicians working primarily with automobile diesel engines.

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 are chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter as entry-level technicians in the transportation industry.

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 DMA 030 or appropriate math placement test score.

Contact the program coordinator or department chair for specific requirements.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ Credit</u>	
			<u>WkExp</u>	<u>Hours</u>
AUT 116 Engine Repair	2	3	0	3
AUT 116A Engine Repair Lab	0	3	0	1
AUT 163 Adv Auto Electricity	2	3	0	3
AUT 163A Adv Auto Electricity Lab	0	3	0	1
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
LDD 284 LDD Test and Diagnosis	2	3	0	3
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 120 Basic Transp Electricity	4	3	0	5
TRN 120A Basic Transp Electricity Lab	0	3	0	1
TRN 145 Adv Transp Electronics	2	3	0	3
TRN 170 Pc Skills for Transp	1	2	0	2
<b>Total</b>				<b>35</b>
<i>General Education Courses</i>				
Communication*				3
Math*				3
<b>Total</b>				<b>6</b>
<b>Total Credits for Diploma</b>				<b>41</b>

*\*Recommended General Education Options:*

Communication:

COM 110, COM 120, COM 231, or ENG 111

Math:

MAT 110, MAT 121, MAT 143, or MAT 171



## Automotive Systems Technology (A60160)

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

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.

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

Major Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
AUT 141 Suspension & Steering Sys	2	3	0	3
AUT 151 Brake Systems	2	3	0	3
AUT 163 Adv Auto Electricity	2	3	0	3
AUT 181 Engine Performance I	2	3	0	3
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 120 Basic Transp Electricity	4	3	0	5
TRN 140 Transp Climate Control	1	2	0	2
Major Requirements*				30
<b>Total</b>				<b>51</b>

### General Education Courses

ENG 111 Writing and Inquiry Communication*	3	0	0	3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

### Other Required Courses

Other Requirement*				1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 67**

### \*\*Recommended Elective & General Education Options:

#### 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 281, TRN 120A, TRN 140A, TRN 145, TRN 170

#### Communication:

COM 110, COM 120, or COM 231

#### Humanities/Fine Arts:

ART 111, HUM 110, HUM 115, or MUS 110

#### Math:

MAT 110, MAT 121, MAT 143, or MAT 171

#### Social/Behavioral Science:

PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or 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. Graduates in this program must demonstrate competence in math by completion of DMA 030 or appropriate math placement test score.

*This program offers the following diploma and certificate options:*

### Automotive Systems Technology Diploma (D6016001)

Major Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
AUT 141 Suspension & Steering Sys	2	3	0	3
AUT 151 Brake Systems	2	3	0	3
AUT 163 Adv Auto Electricity	2	3	0	3
AUT 181 Engine Performance I	2	3	0	3
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 120 Basic Transp Electricity	4	3	0	5
TRN 140 Transp Climate Control	1	2	0	2
Major Requirements**				18
<b>Total</b>				<b>39</b>

### General Education Courses

Required Courses**				3
Math**				3
<b>Total</b>				<b>6</b>

### Other Required Courses

Other Requirement**				1
<b>Total</b>				<b>1</b>

**Total Credits for Diploma 46**

### \*\*Recommended Elective & General Education Options for Diploma:

#### 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 281, TRN 120A, TRN 140A, TRN 145, TRN 170

#### Required Courses:

COM 110, COM 120, COM 231, or ENG 111

#### Math:

MAT 110, MAT 121, MAT 143, or MAT 171

#### Other Requirement:

ACA 111 or ACA 122

**Automotive Systems Technology Level I Certificate  
(C6016005)**

<b>Program Courses</b>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brakes Systems Lab	0	3	0	1
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
TRN 120A	Basic Transp Electrical Lab	0	3	0	1
TRN 170	Pc Skills for Transp	1	2	0	2
<b>Total Credits for Certificate</b>					<b>18</b>

Contact program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

**Automotive Systems Technology Pathway (C60160H1)**

<b>Required Courses</b>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brakes Systems Lab	0	3	0	1
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
TRN 120A	Basic Transp Electrical Lab	0	3	0	1
TRN 170	Pc Skills for Transp	1	2	0	2
<b>Total Credits for Pathway</b>					<b>18</b>

*Career and College Promise pathways are only available to high school students.*



# 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 alcohol 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.

In addition to the state requirements, students enrolled at Pitt Community College must pass a physical fitness requirement and participate in all hours of the program that exceed the minimum number of 640 hours to receive a certificate. Incompletes and deficiencies are not allowed in the program.

## Course and Hour Requirements

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/</u>		<u>Credit</u>
			<u>WkExp</u>	<u>Hours</u>	
CJC 100 Basic Law Enforcement Training	10	30	0	20	
<b>Total Credits for Certificate</b>					<b>20</b>

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 BLET course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and 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 AAS 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.

Graduates should be qualified for employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

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.

### Course and Hour Requirements

				Clinic/	Credit
		Class	Lab	WkExp	Hours
<b>Major Courses</b>					
BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BTC 150	Bioethics	3	0	0	3
BTC 181	Basic Lab Techniques	3	3	0	4
BTC 285	Cell Culture	2	3	0	3
CHM 132	Organic and Biochemistry	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
MAT 152	Statistical Methods I	3	2	0	4
Chemistry*					4
Genetics*					3
Microbiology*					4
Major Electives*					12
<b>Total</b>					<b>52</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>68</b>

#### \*Recommended Elective & General Education Options:

##### Chemistry:

CHM 131 and CHM 131A, or CHM 151

##### Genetics:

BIO 250 or BTC 250

##### Microbiology:

BIO 275 or BTC 275

#### Electives:

BIO 140 and BIO 140A, BIO 280, BTC 182, BTC 183, BTC 270, BTC 281, BTC 286, BTC 287, BTC 288, CHM 152, CHM 263, MAT 172, PHY 151, WBL 111, WBL 112

#### Humanities/Fine Arts:

ART 111, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, MUS 110, or PHI 240

#### Math:

MAT 143, MAT 171, or MAT 271

#### Social/Behavioral Science:

POL 120, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

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

The Biotechnology program has established collaborative agreements with surrounding area community colleges. These agreements allow students to take a majority of their courses at their area community college and the remaining courses at Pitt Community College. Pitt Community College will award the Biotechnology degree.

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

### Biotechnology Pathway (D20100H1)

				Clinic/	Credit
		Class	Lab	WkExp	Hours
<b>Required Courses</b>					
ACA 111	College Student Success	1	0	0	1
BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
BIO 275	Microbiology	3	3	0	4
BTC 181	Basic Lab Techniques	3	3	0	4
BTC 250	Principles of Genetics	3	0	0	3
CHM 132	Organic and Biochemistry	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 171	Precalculus Algebra	3	2	0	4
SOC 210	Introduction to Sociology	3	0	0	3
<b>Total Credits for Pathway</b>					<b>48</b>



**Biotechnology Pathway (D20100H2)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 111	College Student Success	1	0	0	1
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 150	Bioethics	3	0	0	3
BTC 181	Basic Lab Techniques	3	3	0	4
BTC 250	Principles of Genetics	3	0	0	3
CHM 132	Organic and Biochemistry	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 152	Statistical Methods I	3	2	0	4
MAT 171	Precalculus Algebra	3	2	0	4
MUS 110	Music Appreciation	3	0	0	3
<b>Total Credits for Pathway</b>					<b>48</b>

**Biotechnology Pathway (C20100H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 111	College Student Success	1	0	0	1
BIO 111	General Biology I	3	3	0	4
BTC 181	Basic Lab Techniques	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
MAT 171	Precalculus Algebra	3	2	0	4
<b>Total Credits for Pathway</b>					<b>17</b>

*Career and College Promise pathways are only available to high school students.*

## Breast Sonography Certificate (C45490)

The Breast Sonography curriculum provides registered mammographers the didactic and clinical experience necessary to become registered breast sonographers.

Course work includes breast pathophysiology; physics, instrumentation, and equipment operation necessary to perform diagnostic and interventional breast sonography procedures; and clinical breast image production and evaluation.

Graduates may be eligible to apply to take the American Registry of Radiologic Technologist (ARRT) certification exam in Breast Sonography.

*Individuals entering this curriculum must be a registered Radiologic Technologist and a registered Mammographer.*

### Course and Hour Requirements

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BST 101	Breast Pathophysiology	1	0	0	1
BST 102	BST Physics & Equipment	2	0	0	2
BST 103	BST Image Production & Eval	1	3	0	2
BST 104	BST Procedures	1	0	0	1
BST 105	Clinical Education	0	0	30	10
<b>Total Credits for Certificate</b>					<b>16</b>

Students making satisfactory progress should complete program in two semesters.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Breast Sonography > Curriculum).

The medical director for this program is Bruce F. Schroeder, M.D.



# Building Construction Technology (A35140)

A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimation; print reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

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

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

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/</u> <u>WkExp</u>	<u>Hours</u>
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
CMT 210 Construction Management Fund	3	0	0	3
CST 131 OSHA/Safety/Certification	2	2	0	3
CST 221 Statics/Structures	3	3	0	4
CST 241 Planning/Estimating I	2	2	0	3
SST 140 Green Bldg & Design Concepts	3	0	0	3
Engineering Elective*				3
<b>Total</b>				<b>49</b>

<i>General Education Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/</u> <u>WkExp</u>	<u>Hours</u>
COM 231 Public Speaking	3	0	0	3
ENG 111 Writing and Inquiry	3	0	0	3
Humanities/Fine Arts*				3
Natural Sciences/Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

<i>Other Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/</u> <u>WkExp</u>	<u>Hours</u>
Other Requirement*				1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 65**

**\*Recommended Elective & General Education Options:**

Engineering Elective:

CMT 214, CST 211, or DFT 151

Humanities/Fine Arts:

ART 111, HUM 115, HUM 140, MUS 110, or PHI 240

Natural Sciences/Math:

MAT 121, MAT 171, or PHY 151

Social/Behavioral Science:

ECO 251, PSY 150, SOC 210, or SOC 213

Other Requirement:

ACA 111 or 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.

Agreements have been established for the transferability of the associate's degree in Building Construction Technology to the Bachelor of Science in Construction Management with the following:

*North Carolina A&T State University*

*This program offers the following diploma and certificate options:*

### Residential Carpentry Diploma (D3514001)

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/</u> <u>WkExp</u>	<u>Credit</u> <u>Hours</u>
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
CST 241 Planning/Estimating I	2	2	0	3
<b>Total</b>				<b>33</b>

### *General Education Courses*

	<u>Class</u>	<u>Lab</u>	<u>Clinic/</u> <u>WkExp</u>	<u>Credit</u> <u>Hours</u>
ENG 111 Writing and Inquiry	3	0	0	3
MAT 121 Algebra/Trigonometry I	2	2	0	3
<b>Total</b>				<b>6</b>

### *Other Required Course*

Other Requirement**				1
<b>Total</b>				<b>1</b>

**Total Credits for Diploma 40**

**\*\*Recommended Other Requirement Options for Diploma:**

Other Requirement:

ACA 111 or ACA 122

### Framing Certificate (C3514001)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/</u> <u>WkExp</u>	<u>Credit</u> <u>Hours</u>
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
<b>Total Credits for Certificate</b>				<b>13</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

**Building Construction Technology Pathway (D35140H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 111	College Student Success	1	0	0	1
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
CST 241	Planning/Estimating I	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
SST 140	Green Bldg & Design Concepts	3	0	0	3
<b>Total Credits for Pathway</b>					<b>43</b>

*Career and College Promise pathways are only available to high school students.*



# Business Administration: General Business Administration (A25120B)

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

<i>Major Courses</i>		Class	Lab	WkExp	Clinic/ Hours	Credit
ACC 120	Prin of Financial Accounting	3	2	0	4	4
ACC 121	Prin of Managerial Accounting	3	2	0	4	4
BUS 110	Introduction to Business	3	0	0	3	3
BUS 115	Business Law I	3	0	0	3	3
BUS 121	Business Math	2	2	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
BUS 151	People Skills	3	0	0	3	3
BUS 153	Human Resource Management	3	0	0	3	3
BUS 225	Business Finance	2	2	0	3	3
BUS 238	Integrated Management	3	0	0	3	3
BUS 240	Business Ethics	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	3	3
CTS 130	Spreadsheet	2	2	0	3	3
ECO 251	Prin of Microeconomics	3	0	0	3	3
INT 110	International Business	3	0	0	3	3
MKT 120	Principles of Marketing	3	0	0	3	3
WBL 110	World of Work	1	0	0	1	1
Major Elective*						2
<b>Total</b>						<b>53</b>

<i>General Education Courses</i>		Class	Lab	WkExp	Clinic/ Hours	Credit
ECO 252	Prin of Macroeconomics	3	0	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3	3
Communication*						3
Humanities/Fine Arts*						3
Math*						3
<b>Total</b>						<b>15</b>

<i>Other Required Courses</i>		Class	Lab	WkExp	Clinic/ Hours	Credit
Other Requirement*						1
<b>Total</b>						<b>1</b>

**Total Credits for AAS Degree 69**

#### *\*Recommended Elective & General Education Options:*

Major Elective:  
ACC 140, ACC 150, BUS 125, ETR 210, MKT 220, or WBL 112

Communication:  
COM 120, COM 231, or ENG 112

Humanities/Fine Arts:  
HUM 115 or PHI 240

Math:  
MAT 143, MAT 152, or MAT 171

Other Requirement:  
ACA 111 or 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.

*This program offers the following certificate options:*

#### **Management Applications and Principles Certificate (C2512001)**

<i>Program Courses</i>		Class	Lab	WkExp	Clinic/ Hours	Credit
BUS 110	Introduction to Business	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
BUS 151	People Skills	3	0	0	3	3
BUS 153	Human Resource Management	3	0	0	3	3
CIS 110	Introduction to Computers	2	2	0	3	3
<b>Total Credits for Certificate</b>						<b>15</b>

#### **Business Supervisor Certificate (C2512006)**

<i>Program Courses</i>		Class	Lab	WkExp	Clinic/ Hours	Credit
BUS 110	Introduction to Business	3	0	0	3	3
BUS 115	Business Law I	3	0	0	3	3
BUS 137	Principles of Management	3	0	0	3	3
BUS 153	Human Resource Management	3	0	0	3	3
COM 120	Intro Interpersonal Com	3	0	0	3	3
<b>Total Credits for Certificate</b>						<b>15</b>

Contact the program coordinator or department chair for specific requirements.

This program offers the following Evening and Weekend options:

**Business Administration: General Degree (A25120BX)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ACA 122 College Transfer Success	0	2	0	1
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 140 Payroll Accounting	1	2	0	2
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 Resource 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
COM 231 Public Speaking	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
ECO 252 Prin of Macroeconomics	3	0	0	3
ENG 111 Writing and Inquiry	3	0	0	3
HUM 115 Critical Thinking	3	0	0	3
INT 110 International Business	3	0	0	3
MAT 152 Statistical Methods I	3	2	0	4
MKT 120 Principles of Marketing	3	0	0	3
WBL 110 World of Work	1	0	0	1
<b>Total Credits for AAS Degree</b>				<b>73</b>

**Business Supervisor Certificate (C25120X2)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
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
COM 120 Intro Interpersonal Com	3	0	0	3
<b>Total Credits for Certificate</b>				<b>15</b>

**Management Applications and Principles Certificate (C25120X1)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
BUS 110 Introduction to Business	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 151 People Skills	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
<b>Total Credits for Certificate</b>				<b>15</b>

Career and College Promise offers the following pathways:

**Business Administration Pathway (D25120H1)**

Required Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ACC 120 Prin 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
BUS 153 Human Resource Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
COM 231 Public Speaking	3	0	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
ECO 252 Prin of Macroeconomics	3	0	0	3
ENG 111 Writing and Inquiry	3	0	0	3
INT 110 International Business	3	0	0	3
MAT 152 Statistical Methods I	3	2	0	4
MKT 120 Principles of Marketing	3	0	0	3
<b>Total Credits for Pathway</b>				<b>44</b>

**Business Administration Pathway (D25120H2)**

Required Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ACC 120 Prin 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
CIS 110 Introduction to Computers	2	2	0	3
COM 231 Public Speaking	3	0	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
ECO 252 Prin of Macroeconomics	3	0	0	3
ENG 111 Writing and Inquiry	3	0	0	3
INT 110 International Business	3	0	0	3
MAT 152 Statistical Methods I	3	2	0	4
MKT 120 Principles of Marketing	3	0	0	3
<b>Total Credits for Pathway</b>				<b>41</b>

**Business Administration Pathway (C25120H1)**

Required Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
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
CIS 110 Introduction to Computers	2	2	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
<b>Total Credits for Pathway</b>				<b>15</b>

Career and College Promise pathways are only available to high school students.



# Business Administration: Human Resources Management (A25120H)

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

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

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
BUS 217 Employment Law and Regs	3	0	0	3
BUS 234 Training and Development	3	0	0	3
BUS 238 Integrated Management	3	0	0	3
BUS 240 Business Ethics	3	0	0	3
BUS 255 Org Behavior in Business	3	0	0	3
BUS 256 Recruit Select & Per Plan	3	0	0	3
BUS 258 Compensation and Benefits	3	0	0	3
BUS 259 HRM Applications	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
WBL 110 World of Work	1	0	0	1
Major Elective*				2
<b>Total</b>				<b>55</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
PSY 150 General Psychology	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>71</b>

## \*Recommended Elective & General Education Options:

### Major Electives:

ACC 140, ACC 150, BUS 151, INT 110, SPA 110, or WBL 112

### Communication:

COM 120, COM 231, or ENG 112

### Humanities/Fine Arts:

HUM 115 or PHI 240

### Math:

MAT 143 or MAT 171

### Other Requirement:

ACA 111 or 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.

*This program offers the following certificate option:*

## Human Resources Management Certificate (C2512004)

<i>Program Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
BUS 110 Introduction to Business	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
BUS 217 Employment Law and Regs	3	0	0	3
BUS 255 Org Behavior in Business	3	0	0	3
BUS 256 Recruit Select & Per Plan	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
<b>Total Credits for Certificate</b>				<b>18</b>

Contact the program coordinator or department chair for specific requirements.

## 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.

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

<i>Major Courses</i>	Class	Lab	WkExp	Clinic/ Hours	Credit
ACC 120 Prin 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 252 Prin of Macroeconomics	3	0	0		3
MKT 120 Principles of Marketing	3	0	0		3
MKT 121 Retailing	3	0	0		3
MKT 123 Fundamentals of Selling	3	0	0		3
MKT 220 Advertising and Sales Promotio	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 Applications*					3
Office Applications*					3
Other Required*					2
<b>Total</b>					<b>52</b>
<i>General Education Courses</i>					
ENG 111 Writing and Inquiry	3	0	0		3
ECO 251 Prin of Microeconomics	3	0	0		3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
<b>Total</b>					<b>15</b>
<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>68</b>

#### \*Recommended Elective & General Education Options:

Computer Applications:

CIS 110 or OST 137

Office Applications:

CTS 130 or OST 138

Other Required:

ETR 210 or WBL 112

Communication:

COM 120, COM 231, or ENG 112

Humanities/Fine Arts:

ART 111, HUM 115, MUS 110, or PHI 240

Math:

MAT 143, MAT 152, or MAT 171

Other Requirement:

ACA 111 or 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.

*This program offers the following certificate option:*

### Marketing Certificate (C2512005)

<i>Program Courses</i>	Class	Lab	WkExp	Clinic/ Hours	Credit
BUS 110 Introduction to Business	3	0	0		3
MKT 120 Principles of Marketing	3	0	0		3
MKT 123 Fundamentals of Selling	3	0	0		3
MKT 220 Advertising and Sales Promotio	3	0	0		3
MKT 225 Marketing Research	3	0	0		3
OST 137 Office Applications I	2	2	0		3
<b>Total Credits for Certificate</b>					<b>18</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

### Business Administration Pathway: Marketing (D25120H3)

<i>Required Courses</i>	Class	Lab	WkExp	Clinic/ Hours	Credit
ACA 111 College Student Success	1	0	0		1
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
CIS 110 Introduction to Computers	2	2	0		3
COM 120 Intro Interpersonal Com	3	0	0		3
COM 231 Public Speaking	3	0	0		3
ECO 251 Prin of Microeconomics	3	0	0		3
ENG 111 Writing and Inquiry	3	0	0		3
MAT 143 Quantitative Literacy	2	2	0		3
MKT 120 Principles of Marketing	3	0	0		3
MKT 220 Advertising and Sales Promotio	3	0	0		3
MKT 223 Customer Service	3	0	0		3
MKT 225 Marketing Research	3	0	0		3
MKT 232 Social Media Marketing	3	2	0		4
MUS 110 Music Appreciation	3	0	0		3
<b>Total Credits for Pathway</b>					<b>47</b>



## Cardiovascular Sonography (A45160)

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, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physician's offices, mobile services, and educational institutions.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 163	Basic Anat & Physiology	4	2	0	5
CVS 160	CVS Clinical Ed I	0	4	9	5
CVS 161	CVS Clinical Ed II	0	0	24	8
CVS 162	CVS Clinical Ed III	0	0	15	5
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
CVS 260	CVS Clinical Ed IV	0	0	24	8
CVS 261	CVS Clinical Ed V	0	0	24	8
CVS 277	Cardiovascular Topics	2	0	0	2
PHY 110	Conceptual Physics	3	0	0	3
SON 111	Sonographic Physics	3	3	0	4
SON 225	Case Studies	0	3	0	1
SON 250	Vascular Sonography	1	3	0	2
<b>Total</b>					<b>59</b>

### 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*					3
<b>Total</b>					<b>15</b>

### Other Required Courses

ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 75**

### \*Recommended Elective & General Education Options:

#### Humanities/Fine Arts:

HUM 115 or PHI 240

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

The Cardiovascular Sonography program is accredited by

Email: [mail@caahep.org](mailto:mail@caahep.org) Email: [mail@jrcdms.org](mailto:mail@jrcdms.org)  
 Website: [www.caahep.org](http://www.caahep.org) Website: [www.jrcdms.org](http://www.jrcdms.org)

*This program offers the following diploma options:*

### Echocardiography Diploma (D4516001):

#### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 163	Basic Anat & Physiology	4	2	0	5
CVS 160	CVS Clinical Ed I	0	4	9	5
CVS 161	CVS Clinical Ed II	0	0	24	8
CVS 162	CVS Clinical Ed 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
SON 111	Sonographic Physics	3	3	0	4
SON 250	Vascular Sonography	1	3	0	2
<b>Total</b>					<b>42</b>

### General Education Courses

ENG 111	Writing and Inquiry	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
<b>Total</b>					<b>6</b>

**Total Credits for Diploma 48**

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pitcc.edu](http://www.pitcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Echocardiography Diploma > Curriculum).

The Cardiovascular Sonography (Echocardiography) diploma program is accredited by the Commission of the Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

CAAHEP 25400 U.S. Highway 19 N. Suite 158 Clearwater, FL 33763 Phone: 727-210-2350 Fax: 727-210-2345 Email: <a href="mailto:mail@caahep.org">mail@caahep.org</a> Website: <a href="http://www.caahep.org">www.caahep.org</a>	JRC-DMS 6021 University Blvd Suite 500 Ellicott City, MD 21043 Phone: 443-973-3251 Fax: 866-738-3444 Email: <a href="mailto:mail@jrcdms.org">mail@jrcdms.org</a> Website: <a href="http://www.jrcdms.org">www.jrcdms.org</a>
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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

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
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
<b>Total</b>					<b>36</b>

#### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
<b>Total</b>					<b>6</b>

**Total Credits for Diploma 42**

Student making satisfactory progress should complete this program in two semesters. Additional time may be needed to complete general education requirements.

*This program offers the following certificate options:*

### Computed Tomography Certificate (C4520001)

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
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
<b>Total Credits for Certificate</b>					<b>18</b>

### Magnetic Resonance Imaging Certificate (C4520002)

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
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
<b>Total Credits for Certificate</b>					<b>18</b>

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 the program director for information.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > CT and MRI Technology > Curriculum).



## 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.

Course work 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

Major Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
BPR 111 Print Reading	1	2	0	2
EGR 125 Appl Software for Tech	1	2	0	2
MAC 121 Intro to CNC	2	0	0	2
MAC 122 CNC Turning	1	3	0	2
MAC 124 CNC Milling	1	3	0	2
MAC 141 Machining Applications I	2	6	0	4
MAC 142 Machining Applications II	2	6	0	4
MAC 151 Machining Calculations	1	2	0	2
MAC 228 Advanced CNC Processes	2	3	0	3
MAC 229 CNC Programming	2	0	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MAC 233 Appl in CNC Machining	2	12	0	6
MEC 110 Intro to CAD/CAM	1	2	0	2
Blueprint/Drafting Elective*				2
Machining Elective*				4
Other Elective*				2
Safety Elective*				2
<b>Total</b>				<b>49</b>

#### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Social/Behavior Science*				3
Math*				3
<b>Total</b>				<b>15</b>

#### Other Required Courses

Other Requirements*				1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 65**

#### \*Recommended Elective & General Education Options:

##### Blueprint/Drafting Electives:

BPR 121, DFT 151, or DFT 152

##### Machining Electives:

MAC 143, WBL 112, WBL 122

##### Other Elective:

MEC 142 or MEC 180

##### Safety Elective:

ISC 112 or ISC 121

##### Communication:

COM 110, COM 120, COM 231, or ENG 112

##### Humanities/Fine Arts:

HUM 110 or HUM 115

##### Social/Behavioral Science:

SOC 210 or SOC 213

##### Math:

MAT 110, MAT 121, or MAT 171

##### Other Requirement:

ACA 111 or 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.

*This program offers the following diploma and certificate options:*

### Computer-Integrated Machining Diploma (D5021001)

Major Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
BPR 111 Print Reading	1	2	0	2
DFT 151 CAD I	2	3	0	3
DFT 152 CAD II	2	3	0	3
MAC 121 Intro to CNC	2	0	0	2
MAC 141 Machining Applications I	2	6	0	4
MAC 142 Machining Applications II	2	6	0	4
MAC 143 Machining Appl III	2	6	0	4
MAC 151 Machining Calculations	1	2	0	2
MAC 228 Advanced CNC Processes	2	3	0	3
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MEC 110 Intro to CAD/CAM	1	2	0	2
Safety Elective**				2
<b>Total</b>				<b>37</b>

General Education Courses				
MAT 110 Math Measurement & Literacy	2	2	0	3
Communication**				3
<b>Total</b>				<b>6</b>

**Total Credits for Diploma 43**

#### \*\*Recommended Elective & General Education Options for Diploma:

##### Safety Elective:

ISC 112 or ISC 121

##### Communication:

ENG 111, ENG 112, COM 110, COM 120, or COM 231

### CNC Certificate (C5021001)

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
MAC 121 Intro to CNC	2	0	0	2
MAC 228 Advanced CNC Processes	2	3	0	3
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MEC 110 Intro to CAD/CAM	1	2	0	2
<b>Total Credits for Certificate</b>				<b>13</b>

**CNC Level I Certificate (C5021003)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
BPR 111 Print Reading	1	2	0	2
DFT 151 CAD I	2	3	0	3
MAC 121 Intro to CNC	2	0	0	2
MAC 229 CNC Programming	2	0	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
<b>Total Credits for Certificate</b>				<b>12</b>

**CNC Level II Certificate (C5021004)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
MAC 121 Intro to CNC	2	0	0	2
MAC 229 CNC Programming	2	0	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MEC 110 Intro to CAD/CAM	1	2	0	2
<b>Total Credits for Certificate</b>				<b>12</b>

**CNC Level III Certificate (C5021005)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
MAC 229 CNC Programming	2	0	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MAC 233 Appl in CNC Machining	2	12	0	6
<b>Total Credits for Certificate</b>				<b>14</b>

**CNC Level IV Certificate (C5021006)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
MAC 228 Advanced CNC Processes	2	3	0	3
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MAC 233 Appl in CNC Machining	2	12	0	6
<b>Total Credits for Certificate</b>				<b>15</b>

**CNC Operator Certificate (C5021007)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
BPR 111 Print Reading	1	2	0	2
MAC 121 Intro to CNC	2	0	0	2
MAC 151 Machining Calculations	1	2	0	2
MAC 228 Advanced CNC Processes	2	3	0	3
MAC 229 CNC Programming	2	0	0	2
Safety Elective**				2
<b>Total Credits for Certificate</b>				<b>13</b>

**\*\*Recommended Elective Option for Certificate:**

Safety Elective:  
ISC 112 or ISC 121

**Machining Level I Certificate (C5021008)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
BPR 111 Print Reading	1	2	0	2
MAC 141 Machining Applications I	2	6	0	4
MAC 142 Machining Applications II	2	6	0	4
MAC 151 Machining Calculations	1	2	0	2
<b>Total Credits for Certificate</b>				<b>12</b>

**Machining Level II Certificate (C5021009)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
MAC 141 Machining Applications I	2	6	0	4
MAC 142 Machining Applications II	2	6	0	4
MAC 143 Machining Appl III	2	6	0	4
<b>Total Credits for Certificate</b>				<b>12</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

**Computer-Integrated Machining Pathway I (C50210H1)**

Required Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
BPR 111 Print Reading	1	2	0	2
MAC 121 Intro to CNC	2	0	0	2
MAC 141 Machining Applications I	2	6	0	4
MAC 142 Machining Applications II	2	6	0	4
<b>Total Credits for Pathway</b>				<b>12</b>

**Computer-Integrated Machining Pathway II (C50210H2)**

Required Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
BPR 111 Print Reading	1	2	0	2
BPR 121 Blueprint Reading-Mech	1	2	0	2
MAC 143 Machining Appl III	2	6	0	4
MAC 151 Machining Calculations	1	2	0	2
MAC 229 CNC Programming	2	0	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
<b>Total Credits for Pathway</b>				<b>15</b>

*Career and College Promise pathways are only available to high schools students.*



## 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, correction, 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

Major Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
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 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 & Comm Relations	3	0	0	3
CJC 221 Investigative Principles	3	2	0	4
CJC 231 Constitutional Law	3	0	0	3
CJT Electives*				15
History Elective*				3
<b>Total</b>				<b>50</b>

### 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*				3
Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

### Other Required Courses

ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 66**

### \*Recommended Elective & General Education Options:

#### CJT Electives:

CJC 122, CJC 132, CJC 160, CJC 211, CJC 213, CJC 214, CJC 215, CJC 222, CJC 223, CJC 225, CJC 233 CJC 241, WBL 111, WBL 112

#### History Elective:

HIS 111, HIS 112, HIS 131, HIS 132, or POL 120

#### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

#### Math:

MAT 110 or MAT 143

#### Social/Behavioral Science:

PSY 150 or SOC 210

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

Agreements have been established for the transferability of the associate's degree in Criminal Justice Technology to the Bachelor of Science Degree: Criminal Justice, with the following:

*Elizabeth City State University*

*This program offers the following Evening and Weekend option:*

### Criminal Justice Technology Degree (A55180X)

Program Courses		Class	Lab	Clinic/ WkExp	Credit Hours
ACA 122	College Transfer Success**	0	2	0	1
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 120	Interviews/Interrogations	1	2	0	2
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 122	Community Policing	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 212	Ethics & Comm Relations	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 222	Criminalistics	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
MUS 110	Music Appreciation	3	0	0	3
POL 120	American Government	3	0	0	3
SOC 120	Introduction to Sociology	3	0	0	3
<b>Total Credits for AAS Degree</b>					<b>66</b>

\*\*ACA 122 will be substituted for ACA 111

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

**Criminal Justice Technology Pathway (D55180H1)**

<b>Required Courses</b>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Criminal Law	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics & Comm Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
ENG 111	Writing and Inquiry	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
POL 120	American Government	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3
<b>Total Credits for Pathway</b>					<b>44</b>

**Criminal Justice Technology Pathway (C55180H1)**

<b>Required Courses</b>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 222	Criminalistics	3	0	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

*Career and College Promise pathways are only available to high school students.*



## 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

Major Courses	Class	Lab	Clinic/		Credit Hours
			WkExp	Hours	
ACC 120 Prin of Financial Accounting	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 Info 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 & Comm Relations	3	0	0	3	
CJC 216 Computer Sys Secur Invest	3	0	0	3	
CJC 217 Netwk Secur Troubleshoot	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 Elective*					3
History Elective*					3
<b>Total</b>					<b>54</b>

#### 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*					3
Social/Behavioral Science*					3
Math*					3
<b>Total</b>					<b>15</b>

#### Other Required Courses

ACA 111 College Student Success	1	0	0	1	
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 70**

#### \*Recommended Elective & General Education Options:

Computer Elective:

CIS 110 or CIS 111

History Elective:

HIS 111, HIS 112, HIS 131, HIS 132, or POL 120

Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

Social/Behavioral Science:

PSY 150 or SOC 210

Math

MAT 110 or 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.

*This program offers the following Evening and Weekend option:*

## Criminal Justice Technology - Financial Crime/Computer Fraud Degree (A5518BX)

Program Courses		Class	Lab	Clinic/	Credit
				WkExp	Hours
ACA 122 College Transfer Success**		0	2	0	1
ACC 120 Prin of Financial Accounting		3	2	0	4
CIS 110 Introduction to Computers		2	2	0	3
CJC 111 Intro to Criminal Justice		3	0	0	3
CJC 112 Criminology		3	0	0	3
CJC 113 Juvenile Justice		3	0	0	3
CJC 114 Investigative Photography		1	2	0	2
CJC 116 Intro to Info 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 & Comm Relations		3	0	0	3
CJC 216 Computer Sys Secur Invest		3	0	0	3
CJC 217 Netwk Secur Troubleshoot		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
ENG 111 Writing and Inquiry		3	0	0	3
ENG 112 Writing/Research in the Disc		3	0	0	3
MAT 110 Math Measurement & Literacy		2	2	0	3
MUS 110 Music Appreciation		3	0	0	3
POL 120 American Government		3	0	0	3
SOC 210 Introduction to Sociology		3	0	0	3
<b>Total Credits for AAS Degree</b>					<b>70</b>

\*\*ACA 122 will be substituted for ACA 111

Students interested in Criminal Justice Technology: Financial Crime/Computer Fraud Degree (A5518BX) as a second major will need to be enrolled in both Criminal Justice Technology degree programs and complete the following courses: ACC 120, CIS 110, CJC 116, CJC 216, CJC 217, and CJC 249.

Contact the program coordinator or department chair for specific requirements.

## Early Childhood Education (A55220C)

A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight 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 families 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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

### Course and Hour Requirements

<i>Major Courses</i>	Class	Lab	WkExp	Clinic/ Hours	Credit
CIS 110 Introduction to Computers	2	2	0	0	3
EDU 119 Intro to Early Child Educ	4	0	0	0	4
EDU 131 Child, Family, and Community	3	0	0	0	3
EDU 144 Child Development I	3	0	0	0	3
EDU 145 Child Development II	3	0	0	0	3
EDU 146 Child Guidance	3	0	0	0	3
EDU 151 Creative Activities	3	0	0	0	3
EDU 151A Creative Activities Lab	0	2	0	0	1
EDU 153 Health, Safety, and Nutrition	3	0	0	0	3
EDU 184 Early Child Intro Pract	1	3	0	0	2
EDU 221 Children with Exceptionalities	3	0	0	0	3
EDU 234 Infants, Toddlers, and Twos	3	0	0	0	3
EDU 251 Exploration Activities	3	0	0	0	3
EDU 261 Early Childhood Admin I	3	0	0	0	3
EDU 280 Language/Literacy Experiences	3	0	0	0	3
EDU 284 Early Child Capstone Prac	1	9	0	0	4
Electives*					3
<b>Total</b>					<b>50</b>
<i>General Education Courses</i>					
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
Humanities/Fine Arts*					3
Natural Sciences/Math*					3
<b>Total</b>					<b>15</b>
<i>Other Required Courses</i>					
ACA 111 College Student Success	1	0	0	0	1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>66</b>

### \*Recommended Elective & General Education Options:

#### Electives:

ART 111, ART 114, ART 115, AST 111 and AST 111A, BIO 110, BIO 111, COM 231, EDU 216, EDU 235, EDU 262, HIS 111, HIS 112, HIS 131, HIS 132, MUS 110, MUS 112, OST 137, SOC 210

#### Humanities/Fine Arts:

ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, or PHI 240

#### Natural Sciences/Math:

AST 111 and AST 111A, GEL 111, MAT 110

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

*This program offers the following diploma and certificate options:*

### Early Childhood Education Diploma (D5522001)

<i>Major Courses</i>	Class	Lab	WkExp	Clinic/ Hours	Credit
EDU 119 Intro to Early Child Educ	4	0	0	0	4
EDU 131 Child, Family, and Community	3	0	0	0	3
EDU 144 Child Development I	3	0	0	0	3
EDU 145 Child Development II	3	0	0	0	3
EDU 146 Child Guidance	3	0	0	0	3
EDU 151 Creative Activities	3	0	0	0	3
EDU 151A Creative Activities Lab	0	2	0	0	1
EDU 153 Health, Safety and Nutrition	3	0	0	0	3
EDU 184 Early Child Intro Pract	1	3	0	0	2
EDU 221 Children with Exceptionalities	3	0	0	0	3
EDU 284 Early Child Capstone Prac	1	9	0	0	4
Computer Elective**					3
<b>Total</b>					<b>35</b>

#### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	0	3
<b>Total</b>					<b>6</b>

#### Other Required Courses

Other Requirement**					1
<b>Total Credits for Diploma</b>					<b>42</b>

#### \*\*Recommended Elective Options for Diploma:

##### Computer Elective:

CIS 110 or OST 137

##### Other Requirement:

ACA 111 or ACA 122



**Administration Certificate (C5522001)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/</u> <u>Hours</u>	<u>Credit</u>
EDU 119	Intro to Early Child Educ	4	0	0	4	4
EDU 131	Child, Family, and Community	3	0	0	3	3
EDU 146	Child Guidance	3	0	0	3	3
EDU 261	Early Childhood Admin I	3	0	0	3	3
EDU 262	Early Childhood Admin II	3	0	0	3	3
<b>Total Credits for Certificate</b>						<b>16</b>

**Early Childhood Education Certificate (C5522002)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/</u> <u>Hours</u>	<u>Credit</u>
EDU 119	Intro to Early Child Educ	4	0	0	4	4
EDU 144	Child Development I	3	0	0	3	3
EDU 145	Child Development II	3	0	0	3	3
EDU 146	Child Guidance	3	0	0	3	3
EDU 153	Health, Safety and Nutrition	3	0	0	3	3
<b>Total Credits for Certificate</b>						<b>16</b>

**Infant and Toddler Certificate (C5522003)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/</u> <u>Hours</u>	<u>Credit</u>
EDU 119	Intro to Early Child Educ	4	0	0	4	4
EDU 131	Child, Family, and Community	3	0	0	3	3
EDU 144	Child Development I	3	0	0	3	3
EDU 153	Health, Safety and Nutrition	3	0	0	3	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3	3
<b>Total Credits for Certificate</b>						<b>16</b>

**School Age Certificate (C5522004)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/</u> <u>Hours</u>	<u>Credit</u>
EDU 119	Intro to Early Child Educ	4	0	0	4	4
EDU 145	Child Development II	3	0	0	3	3
EDU 146	Child Guidance	3	0	0	3	3
EDU 153	Health, Safety and Nutrition	3	0	0	3	3
EDU 235	School-Age Develop & Programs	3	0	0	3	3
<b>Total Credits for Certificate</b>						<b>16</b>

**Special Education Certificate (C5522005)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/</u> <u>Hours</u>	<u>Credit</u>
EDU 119	Intro to Early Child Educ	4	0	0	4	4
EDU 144	Child Development I	3	0	0	3	3
EDU 145	Child Development II	3	0	0	3	3
EDU 146	Child Guidance	3	0	0	3	3
EDU 221	Children with Exceptionalities	3	0	0	3	3
<b>Total Credits for Certificate</b>						<b>16</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

**Early Childhood Education Pathway (C55220H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/</u> <u>Hours</u>	<u>Credit</u>
EDU 119	Intro to Early Child Educ	4	0	0	4	4
EDU 144	Child Development I	3	0	0	3	3
EDU 145	Child Development II	3	0	0	3	3
EDU 151	Creative Activities	3	0	0	3	3
EDU 151A	Creative Activities Lab	0	2	0	0	1
<b>Total Credits for Pathway</b>						<b>14</b>

*Career and College Promise pathways are only available to high school students.*

The Early Childhood Education Program offers the following transfer options

**Early Childhood Education:  
Birth Through Kindergarten (A55220L)**

**Course and Hour Requirements**

<i>Major Courses</i>	Class	Lab	WkExp	Clinic/ Hours	Credit
EDU 119 Intro to Early Child Educ	4	0	0	0	4
EDU 131 Child, Family, and Community	3	0	0	0	3
EDU 144 Child Development I	3	0	0	0	3
EDU 145 Child Development II	3	0	0	0	3
EDU 146 Child Guidance	3	0	0	0	3
EDU 151 Creative Activities	3	0	0	0	3
EDU 151A Creative Activities Lab	0	2	0	1	1
EDU 153 Health, Safety, and Nutrition	3	0	0	0	3
EDU 216 Foundations of Education	3	0	0	0	3
EDU 221 Children with Exceptionalities	3	0	0	0	3
EDU 234 Infants, Toddlers, and Twos	3	0	0	0	3
EDU 250 Teacher Licensure Preparation	3	0	0	0	3
EDU 280 Language/Literacy Experiences	3	0	0	0	3
EDU 284 Early Child Capstone Prac	1	9	0	0	4

**Additional Required General Education Courses in Major**

ENG 112 Writing/Research in the Disc	3	0	0	0	3
Biological Sciences Transfer**					4
Natural Sciences Transfer**					4
Social/Behavioral Sciences Transfer**					3
<b>Total</b>					<b>56</b>

**General Education Courses**

ENG 111 Writing and Inquiry	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
MAT 143 Quantitative Literacy	2	2	0	0	3
PSY 150 General Psychology	3	0	0	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>15</b>

**Other Required Courses**

ACA 122 College Transfer Success	0	2	0	0	1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 72**

**\*Recommended Elective & General Education Options:**

Humanities/Fine Arts:  
ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, PHI 240

**\*\*Available Options for Additional General Education Requirements:**

Biological Sciences Transfer  
BIO 110 or BIO 111

Natural Sciences Transfer  
AST 111 and AST 111A, AST 151 and AST 151A, GEL 111, PHY 110 and PHY 110A

Social/Behavioral Sciences Transfer  
ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210

**Early Childhood Education:  
Early Education Non-Teaching (A55220A)**

**Course and Hour Requirements**

<i>Major Courses</i>	Class	Lab	WkExp	Clinic/ Hours	Credit
EDU 119 Intro to Early Child Educ	4	0	0	0	4
EDU 131 Child, Family, and Community	3	0	0	0	3
EDU 144 Child Development I	3	0	0	0	3
EDU 145 Child Development II	3	0	0	0	3
EDU 146 Child Guidance	3	0	0	0	3
EDU 151 Creative Activities	3	0	0	0	3
EDU 151A Creative Activities Lab	0	2	0	1	1
EDU 153 Health, Safety, and Nutrition	3	0	0	0	3
EDU 221 Children with Exceptionalities	3	0	0	0	3
EDU 234 Infants, Toddlers, and Twos	3	0	0	0	3
EDU 261 Early Childhood Admin I	3	0	0	0	3
EDU 262 Early Childhood Admin II	3	0	0	0	3
EDU 280 Language/Literacy Experiences	3	0	0	0	3
EDU 284 Early Child Capstone Prac	1	9	0	0	4

**Additional Required General Education Courses in Major**

ENG 112 Writing/Research in the Disc	3	0	0	0	3
Biological Sciences Transfer**					4
Natural Sciences Transfer**					4
Social/Behavioral Sciences Transfer**					3
<b>Total</b>					<b>56</b>

**General Education Courses**

ENG 111 Writing and Inquiry	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
MAT 143 Quantitative Literacy	2	2	0	0	3
PSY 150 General Psychology	3	0	0	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>15</b>

**Other Required Courses**

ACA 122 College Transfer Success	0	2	0	0	1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Transfer Degree 72**

**\*Recommended Elective & General Education Options:**

Humanities/Fine Arts:  
ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, PHI 240

**\*\*Available Options for Additional General Education Requirements:**

Biological Sciences Transfer  
BIO 110 or BIO 111

Natural Sciences Transfer  
AST 111 and AST 111A, AST 151 and AST 151A, GEL 111, PHY 110 and PHY 110A

Social/Behavioral Sciences Transfer  
ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210



## 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

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
BPR 130 Print 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	3	3	0	4
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
MEC 130 Mechanisms	2	2	0	3
DC/AC*				5
Electives*				4
Process System Elective*				3
Motor Control*				3
Safety Elective*				2
<b>Total</b>				<b>57</b>

<i>General Education Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

<i>Other Required Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 73**

### \*Recommended Elective & General Education Options:

Electives:  
ELC 118, ELC 119, WBL 111, WBL 121

Process System Elective:  
ELC 213 or ELC 220

DC/AC:  
ELC 112 or ELC 131 and ELC 131A

Motor Control:  
ELC 117 or ELN 231

Safety Elective:  
ISC 112, ISC 115, or ISC 121

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

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

Math:  
MAT 110 or MAT 143

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

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

*This program offers the following diploma and certificate options:*

### Electrical Systems Technology Diploma (D3513001)

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
BPR 130 Print Reading-Construction	3	0	0	3
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 118 National Electrical Code	1	2	0	2
ELC 119 NEC Calculations	1	2	0	2
ELC 125 Diagrams and Schematics	1	2	0	2
DC/AC**				5
Motor Control**				3
Safety Elective**				2
<b>Total</b>				<b>31</b>

### General Education Courses

Communication**				3
Math**				3
<b>Total</b>				<b>6</b>

### Other Required Courses

ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>

**Total Credits for Diploma 38**

### \*\*Recommended Elective & General Education Options for Diploma:

DC/AC:  
ELC 112 or ELC 131 and ELC 131A

Motor Control:  
ELC 117 or ELN 231

Safety Elective:  
ISC 112, ISC 115, or ISC 121

Communication:  
ENG 111 or COM 120

Math:  
MAT 110 or MAT 143

**Basic Wiring Certificate (C25313001)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ELC 113 Residential Wiring	2	6	0	4
ELC 114 Commercial Wiring	2	6	0	4
DC/AC***				4
Elective***				2
<b>Total Credits for Certificate</b>				<b>14</b>

\*\*\*Recommended Elective Options for Certificate:

DC/AC Elective:  
ELC 112 or ELC 131

Elective:  
ELC 118 or ELC 119

**Industrial Controls Certificate (C3513003)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ELC 125 Diagrams and Schematics	1	2	0	2
ELC 128 Intro to PLC	2	3	0	3
DC/AC***				4
Motor Control***				3
<b>Total Credits for Certificate</b>				<b>12</b>

\*\*\*Recommended Elective Options for Certificate:

DC/AC:  
ELC 112 or ELC 131

Motor Control:  
ELC 117 or ELN 231

**Photovoltaic Systems Certificate (C3513004)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ELC 114 Commercial Wiring	2	6	0	4
ELC 220 Photovoltaic Sys Tech	2	3	0	3
DC/AC***				4
Elective***				2
<b>Total Credits for Certificate</b>				<b>13</b>

\*\*\*Recommended Elective Options for Certificate:

DC/AC Elective:  
ELC 112 or ELC 131

Elective:  
ELC 118 or ELC 119

**Programmable Logic Controller Certificate (C3513002)**

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ELC 128 Intro to PLC	2	3	0	3
ELC 228 PLC Applications	2	6	0	4
DC/AC***				4
Elective***				4
<b>Total Credits for Certificate</b>				<b>15</b>

\*\*\*Recommended Elective Options for Certificate:

DC/AC:  
ELC 112 or ELC 131

Elective:  
ELN 133 or ELN 229

Career and College Promise offers the following pathways:

**Electrical Systems Technology Pathway (D35130H1)**

Required Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
BPR 130 Print Reading-Construction	3	0	0	3
EGR 125 Appl Software for Tech	1	2	0	2
ELC 112 DC/AC Electricity	3	6	0	5
ELC 113 Residential Wiring	2	6	0	4
ELC 114 Commercial Wiring	2	6	0	4
ELC 115 Industrial Wiring	2	6	0	4
ELC 117 Motors and Controls	2	6	0	4
ELC 118 National Electrical Code	1	2	0	2
ELC 119 NEC Calculations	1	2	0	2
ELC 125 Diagrams and Schematics	1	2	0	2
ELN 229 Industrial Electronics	3	3	0	4
ENG 111 Writing and Inquiry	3	0	0	3
ISC 121 Envir Health & Safety	3	0	0	3
REL 110 World Religions	3	0	0	3
SOC 213 Sociology of the Family	3	0	0	3
<b>Total Credits for Pathway</b>				<b>48</b>

**Electrical Systems Technology Pathway (C35130H1)**

Required Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ELC 125 Diagrams and Schematics	1	2	0	2
ELC 128 Intro to PLC	2	3	0	3
ELC 131 Circuit Analysis I	3	3	0	4
ELN 231 Industrial Controls	2	3	0	3
<b>Total Credits for Pathway</b>				<b>12</b>

Career and College Promise pathways are only available to high school students.



# Electronics Engineering Technology (A40200)

A course of study that prepares the student to apply basic engineering principles and technical skills 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, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

These curriculums are 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.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

## Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/</u> <u>Hours</u>
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 Intro to PLC	2	3	0	3
ELC 131 Circuit Analysis I	3	3	0	4
EGR 125 Appl Software for Tech	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 Intro to Microprocessors	3	3	0	4
ELN 234 Communication Systems	3	3	0	4
Co-op Elective*				2
Electives*				12
<b>Total</b>				<b>52</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Social/Behavioral Science*				3
Math*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>68</b>

## \*Recommended Elective & General Education Options:

### Co-op Electives:

ELN 275 or WBL 112

### Electives:

ATR 218, ATR 281, BMT 111, ELC 228, PHY 131

### Communication:

ENG-112 or COM-231

### Humanities/Fine Arts:

HUM 115 or PHI 240

### Social/Behavioral Science:

PSY 150 or SOC 210

### Math:

MAT 121, MAT 122, or MAT 171

### Other Requirement:

ACA 111 or 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.

*This program offers the following certificate options:*

## Automation Technology Certificate (C4020004)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/</u> <u>Hours</u>
ATR 218 Work Cell Integration	2	3	0	3
ELC 128 Intro to PLC	2	3	0	3
ELC 228 PLC Applications	2	6	0	4
Elective**				3
<b>Total Credits for Certificate</b>				<b>13</b>

## \*\*Recommended Elective Options for Certificate:

### Electives:

ELC 111, ELC 112, or ELC 131

## Basic Electronics Certificate (C40210001)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/</u> <u>Hours</u>
ELC 131 Circuit Analysis I	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
<b>Total Credits for Certificate</b>				<b>12</b>

## Biomedical Electronics Certificate (C4020005)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/</u> <u>Hours</u>
BMT 111 Intro to Biomed Field	2	0	0	2
ELC 131 Circuit Analysis I	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
<b>Total Credits for Certificate</b>				<b>14</b>

### Computer Technology Certificate (C4020003)

<i>Program Courses</i>				Clinic/	Credit
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
CET 111	Computer Upgrade/Repair I	2	3	0	3
CET 211	Computer Upgrade/Repair II	2	3	0	3
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
Elective**					3
<b>Total Credits for Certificate</b>					<b>17</b>

**\*\*Recommended Elective Options for Certificate:**

Electives:

ELC 111, ELC 112, or ELC 131

Contact the program coordinator or department chair for specific requirements.

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*Career and College Promise offers the following pathway:*

### Electronics Engineering Technology Pathway (C40200H1)

<i>Required Courses</i>				Clinic/	Credit
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
ELC 131	Circuit Analysis I	3	3	0	4
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
<b>Total Credits for Pathway</b>					<b>12</b>

*Career and College Promise pathways are only available to high school students.*



## 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 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

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
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 I	3	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
<b>Total</b>					<b>55</b>

### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts*				3
<b>Total</b>					<b>15</b>

### *Other Required Courses*

ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>

### **Total Credits for AAS degree**

**71**

### *\*Recommended Elective & General Education Options:*

#### Humanities/Fine Arts:

HUM 115 or PHI 240

Individuals with a current North Carolina or National Registry EMT-Basic or Advanced EMT/EMT Intermediate certification may receive articulated credit for EMS 110. Certification cannot be expired in order to receive articulated credit.

Students making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Emergency Medical Science > Curriculum).

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

The medical director for this program is Roberto C. Portela, M.D., FACEP.

*Students may exit the Emergency Medical Science Program and earn an EMS Basic Certification once the following requirements are complete:*

### EMS Basic Certificate (C4534001)

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 163	Basic Anat & Physiology	4	2	0	5
EMS 110	EMT	6	6	0	8
MAT 110	Math Measurement & Literacy	2	2	0	3
MED 120	Survey of Med Terminology	2	0	0	2
<b>Total Credits for Certificate</b>					<b>18</b>

*Career and College Promise offers the following pathway:*

### Emergency Medical Science Pathway (EMS Basic) (C45340H1)

<i>Required Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 163	Basic Anat & Physiology	4	2	0	5
EMS 110	EMT	6	6	0	8
MAT 110	Math Measurements & Literacy	2	2	0	3
MED 120	Survey of Med Terminology	2	0	0	2
<b>Total Credits for Pathway</b>					<b>18</b>

*Career and College Promise pathways are available to high schools students only.*

## Emergency Medical Science Bridge (A45340B)

The Emergency Medical Science – Bridge program is a degree completion track allowing currently certified, non-degree paramedics to earn an Associate of Applied Science Degree in Emergency Medical Science.

### Course and Hour Requirements

				Clinic/	Credit
<i>Major Courses</i>		Class	Lab	WkExp	Hours
BIO 163	Basic Anat & Physiology	4	2	0	5
EMS 125	EMS Instructor Methodology	1	2	0	2
EMS 140	Rescue Scene Management	1	3	0	2
EMS 150	Emergency Vehicles & EMS Comm	1	3	0	2
EMS 280	EMS Bridging Course	2	2	0	3
Articulated Credit Courses <sup>∇</sup>					42
<b>Total</b>					<b>56</b>
<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>15</b>
<b>Total Credits for AAS Degree</b>					<b>71</b>

<sup>∇</sup>*Articulated Credit Courses: Individuals with a current North Carolina or National Registry Paramedic certification may receive articulated credit for EMS 110, EMS 122, EMS 130, EMS 131, EMS 160, EMS 220, EMS 221, EMS 231, EMS 240, EMS 241, EMS 250, EMS 260, EMS 270, and EMS 285. Certification cannot be expired in order to receive articulated credit and must remain current while enrolled in program.*

**\*Recommended General Education Options:**

Humanities/Fine Arts:  
HUM 115 or PHI 240

Students making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pitcc.edu](http://www.pitcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Emergency Medical Science > Curriculum).

Graduates of this program are not eligible to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic credentialing examination unless the graduate completed a Committee on Accreditation of Allied Health Education Programs accredited program or program that holds a Letter of Review from the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions after January 1, 2013. Any student who graduated from a state approved paramedic program prior to January 1, 2013 is eligible to take the NREMT Paramedic credentialing examination.



## 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

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120	Prin of Financial Accounting	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	Prin 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	Entrepreneur 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
MKT 232	Social Media Marketing	2	2	0	4
<b>Total</b>					<b>53</b>

<i>General Education Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>15</b>

<i>Other Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 69**

### \*Recommended Elective & General Education Options:

Humanities/Fine Arts:  
ART 111 or MUS 110

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

*This program offers the following certificate option:*

### Entrepreneurship Certificate (C2549001)

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BUS 280	REAL Small Business	4	0	0	4
ETR 210	Intro to Entrepreneurship	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
<b>Total Credits for Certificate</b>					<b>13</b>

*Career and College Promise offers the following pathway:*

### Entrepreneurship Pathway (C25490H1)

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BUS 280	REAL Small Business	4	0	0	4
ECO 251	Prin of Microeconomics	3	0	0	3
ETR 210	Intro to Entrepreneurship	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

*Career and College Promise pathways are only available to high school students.*

## 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, physician's offices, hospice, and mental health facilities.

Students making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Health Information Technology > Curriculum).

The Health Information Technology program has established collaborative agreements with Mitchell Community College and Sandhills Community College. These agreements allow students to take general education courses at their respective community college and the remaining courses at Pitt Community College if accepted to the program. Pitt Community College will award the Health Information Technology degree.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

CAHIIM  
223 N. Michigan Avenue, 21st Floor  
Chicago, IL 60601-5800  
Email: [info@cahiim.org](mailto:info@cahiim.org)

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
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	3	0	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 225	Healthcare Informatics	3	2	0	4
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	2	2	0	3
<b>Total</b>					<b>59</b>

### *General Education Courses*

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
MAT 143	Quantitative Literacy	2	2	0	3
	Humanities/Fine Arts*				3
<b>Total</b>					<b>15</b>

### *Other Required Courses*

ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 75**

### *\*Recommended Elective & General Education Options:*

Humanities/Fine Arts:  
HUM 115 or PHI 240

## 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, system 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

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/</u>	<u>Credit</u>
				<u>WkExp</u>	<u>Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
HBI 110	Issues and Trends in HBI	3	0	0	3
HBI 113	Survey of Med Insurance	3	0	0	3
HBI 250	Data Mgmt and Utilization	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
NET 125	Introduction to Networks	1	4	0	3
NOS 110	Operation System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 243	Med Office Simulation	2	2	0	3
Elective*					1
<b>Total</b>					<b>55</b>

### General Education Courses

ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>

### Other Required Courses

Other Requirement*					1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 71**

### \*Recommended Elective & General Education Options:

#### Other Major Requirement:

BUS 151 or WBL 111

#### Communication:

COM 231 or ENG 112

#### Humanities/Fine Arts:

ART 111, HUM 115, MUS 110, or PHI 240

#### Math:

MAT 143, MAT 152, or MAT 171

#### Social/Behavioral Science:

ECO 251, POL 120, PSY 150 or SOC 213

#### Other Requirement:

ACA 111 or 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.

*This program offers the following certificate options:*

### Healthcare Database Administration & Support Certificate (C2551002)

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/</u>	<u>Credit</u>
				<u>WkExp</u>	<u>Hours</u>
CTI 110	Web, Pgm, & Db Foundation	2	2	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 250	Data Mgmt and Utilization	2	2	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

### Healthcare Infrastructure Support Certificate (C2551001)

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/</u>	<u>Credit</u>
				<u>WkExp</u>	<u>Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
HBI 110	Issues and Trends in HBI	3	0	0	3
HBI 113	Survey of Med Insurance	3	0	0	3
NET 125	Introduction to Networks	1	4	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Healthcare Business Informatics Pathway (C25510H1)

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/</u>	<u>Credit</u>
				<u>WkExp</u>	<u>Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
HBI 110	Issues and Trends in HBI	3	0	0	3
HBI 113	Survey of Med Insurance	3	0	0	3
<b>Total Credits for Pathway</b>					<b>15</b>

*Career and College Promise pathways are only available to high school students.*



## Healthcare Management Technology: General (A25200H)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

### Course and Hour Requirements

Major Courses	Class	Lab	Clinic/ WkExp	Credit
				Hours
ACC 120 Prin 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 151 People Skills	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3
HMT 210 Medical Insurance	3	0	0	3
HMT 212 Mgt of Healthcare Org	3	0	0	3
HMT 215 Legal Asp of Healthcare Admin	3	0	0	3
HMT 220 Healthcare Financial Mgmt	4	0	0	4
HMT 225 Practice Mgmt. Simulation	2	2	0	3
WBL 110 World of Work	1	0	0	1
WBL 112 Work-Based Learning I	0	0	20	2
Accounting Elective*				2
Computer Applications*				3
Medical Terminology*				6
<b>Total</b>				<b>50</b>
<b>General Education Courses</b>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>
<b>Other Required Courses</b>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>66</b>

#### \*Recommended Elective & General Education Options:

##### Accounting Elective:

ACC 140 or ACC 150

##### Computer Applications:

CIS 110 or OST 137

##### Medical Terminology:

MED 121 and MED 122 or OST 141 and OST 142

##### Communication:

COM 120 or COM 231

##### Humanities/Fine Arts:

HUM 115 or MUS 110

#### Math:

MAT 143, MAT 152, or MAT 171

#### Social/Behavioral Science:

ECO 251, PSY 150, SOC 210, or SOC 230

#### Other Requirement:

ACA 111 or ACA 122

Student enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time is 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 The University of Mount Olive enabling students to pursue a Bachelor of Science Degree in Health Care Administration/Management and Business Administration: Healthcare Management. St. Joseph's College uses the distance education approach and The University of Mount Olive offers an accelerated program which allows students to earn their degree.

*This program offers the following certificate options:*

### Healthcare Management Technology Certificate (C2520001)

Program Courses	Class	Lab	WkExp	Clinic/	Credi
				Hour	Hours
HMT 110 Intro to Healthcare Mgt	3	0	0	0	3
HMT 210 Medical Insurance	3	0	0	0	3
HMT 212 Mgt of Healthcare Org	3	0	0	0	3
MED 121 Medical Terminology I	3	0	0	0	3
MED 122 Medical Terminology II	3	0	0	0	3
<b>Total Credits for Certificate</b>					<b>15</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Healthcare Management Technology Pathway (C25200H1)

Required Courses	Class	Lab	WkExp	Clinic/	Credi
				Hour	Hours
HMT 110 Intro to Healthcare Mgt	3	0	0	0	3
HMT 210 Medical Insurance	3	0	0	0	3
HMT 212 Mgt of Healthcare Org	3	0	0	0	3
MED 121 Medical Terminology I	3	0	0	0	3
MED 122 Medical Terminology II	3	0	0	0	3
<b>Total Credits for Pathway</b>					<b>15</b>

*Career and College Promise pathways are only available to high school students.*

## Healthcare Management Technology: Accounting Concentration (A25200A)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

Other Requirement:  
ACA 111 or ACA 122

Student enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time is needed to achieve minimum requirements in English, math or science.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 220	Intermediate Accounting	3	2	0	4
ACC 267	Fraud Examination	3	0	0	3
BUS 151	People Skills	3	0	0	3
BUS 225	Business Finance	2	2	0	3
CTS 130	Spreadsheets	2	2	0	3
HMT 110	Intro to Healthcare Mgt	3	0	0	3
HMT 210	Medical Insurance	3	0	0	3
HMT 215	Legal Asp of Healthcare Admin	3	0	0	3
Computer Applications*					3
Medical Terminology*					6
Electives*					7
<b>Total</b>					<b>49</b>
<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>
<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>65</b>

#### *\*Recommended Elective & General Education Options:*

##### Computer Applications:

CIS 110 or OST 137

##### Electives:

ACC 140, ACC 150, BUS 110, BUS 153, BUS 240

##### Medical Terminology:

MED 121 and MED 122 or OST 141 and OST 142

##### Communication:

COM 120 or COM 231

##### Humanities/Fine Arts:

HUM 115 or MUS 110

##### Math:

MAT 143, MAT 152, or MAT 171

##### Social/Behavioral Science:

ECO 251, PSY 150, SOC 210, or SOC 230

## Healthcare Management Technology: Healthcare Entrepreneurship (A25200E)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

Humanities/Fine Arts:  
HUM 115, MUS 110 or PHI 240

Math:  
MAT 143, MAT 152, or MAT 171

Social/Behavioral Science:  
ECO 251, PSY 150 or SOC 210

Other Requirement:  
ACA 111 or ACA 122

Student enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time is needed to achieve minimum requirements in English, math or science.

Contact the program coordinator or department chair for specific requirements.

### Course and Hour Requirements

<i>Major Courses</i>	Class	Lab	Clinic/		Credit
			WkExp	Hours	
ACC 120 Prin of Financial Accounting	3	2	0	4	4
ACC 121 Prin of Managerial Accounting	3	2	0	4	4
BUS 230 Small Business Management	3	0	0	3	3
ETR 210 Intro to Entrepreneurship	3	0	0	3	3
ETR 220 Innovation and Creativity	3	0	0	3	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3	3
HMT 210 Medical Insurance	3	0	0	3	3
MKT 120 Principles of Marketing	3	0	0	3	3
MKT 231 Health Care Marketing	3	0	0	3	3
Computer Applications*					3
Computer Applications II*					3
Legal/Medical Ethics*					3
Major Electives*					9
Medical Terminology*					6
<b>Total</b>					<b>53</b>
<i>General Education Courses</i>					
ENG 111 Writing and Inquiry	3	0	0	3	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>
<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>69</b>

#### *\*Recommended Elective & General Education Options:*

Computer Applications:  
CIS 110 or OST 137

Computer Applications II:  
CTS 130 or OST 138

Legal/Medical Ethics:  
HMT 215 or OST 149

Major Electives:  
ACC 140, ACC 150, BUS 110, BUS 151, or BUS 153

Medical Terminology:  
MED 121 and MED 122 or OST 141 and OST 142

Communication:  
COM 120 or COM 231



# Healthcare Management Technology: Long-Term Care (A25200L)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

## Course and Hour Requirements

Major Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
GRO 120 Gerontology	3	0	0	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3
HMT 211 Long-Term Care Admin	3	0	0	3
HMT 212 Mgt of Healthcare Org	3	0	0	3
OST 250 Long-Term Care Coding	3	0	0	3
WBL 110 World of Work	1	0	0	1
WBL 112 Work-Based Learning I	0	1	0	2
Computer Applications*				3
Computer Applications II*				3
Insurance*				3
Legal/Medical Ethics*				3
Major Electives*				9
Medical Terminology*				6
<b>Total</b>				<b>53</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

### Other Required Courses

Other Requirement*				1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 69**

### \*Recommended Elective & General Education Options:

#### Computer Applications:

CIS 110 or OST 137

#### Computer Applications II:

CTS 130 or OST 138

#### Insurance:

HMT 210 or OST 148

#### Legal/Medical Ethics:

HMT 215 or OST 149

#### Major Electives:

ACC 140, ACC 150, BUS 110, BUS 151, or BUS 153

#### Medical Terminology:

MED 121 and MED 122 or OST 141 and OST 142

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115, MUS 110 or PHI 240

#### Math:

MAT 143, MAT 152, or MAT 171

#### Social/Behavioral Science:

ECO 251, PSY 150 or SOC 210

#### Other Requirement:

ACA 111 or ACA 122

Student enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time is needed to achieve minimum requirements in English, math or science.

*This program offers the following certificate:*

## Long-Term Care Certificate (C2520004)

Program Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
GRO 120 Gerontology	3	0	0	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3
HMT 211 Long-Term Care Admin	3	0	0	3
HMT 212 Mgt of Healthcare Org	3	0	0	3
HMT 215 Legal Asp of Healthcare Admin	3	0	0	3
SOC 210 Introduction to Sociology	3	0	0	3
<b>Total Credits for Certificate</b>				<b>18</b>

Contact the program coordinator or department chair for specific requirements.

## Horticulture Technology (A15240)

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

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

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

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

### Course and Hour Requirements

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
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 Soil & Fertilizers	2	2	0	3
HOR 168 Plant Propagation	2	2	0	3
HOR 215 Landscape Irrigation	2	2	0	3
HOR 273 Hort 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
Production Elective*				3
<b>Total</b>				<b>51</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
HUM 115 Critical Thinking	3	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	3
Communication*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>67</b>

### \*Recommended Elective & General Education Options:

Co-op Electives:

WBL 112, or WBL 111 and WBL 121

Production Electives:

HOR 225 or HOR 235

Communication:

COM 120 or COM 231

Social/Behavioral Science:

SOC 210 or 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.

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Horticulture Technology Pathway (C15240H1)

<i>Required Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
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 168 Plant Propagation	2	2	0	3
<b>Total Credits for Pathway</b>				<b>12</b>

*Career and College Promise pathways are only available to high school students.*

## Human Services Technology (A45380)

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

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

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

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
GRO 120	Gerontology	3	0	0	3
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 135	Orientation Lab I	0	2	0	1
HSE 210	Human Services Issues	2	0	0	2
HSE 212	Group 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
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 Elective*					2
Required Electives*					9
Sociology*					3
<b>Total</b>					<b>52</b>
<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Natural Sciences*					3
<b>Total</b>					<b>15</b>
<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>68</b>

#### \*Recommended Elective & General Education Options:

##### Computer Electives:

CIS 110 or CIS 111

##### Required Electives:

GRO 150, HSE 110, HSE 115, HSE 130, HSE 215, HSE 230, HSE 255, PSY 256, SWK 110, SWK 113

##### Sociology:

SOC 210 or SOC 213

##### Communication:

COM 231 or ENG 112

##### Humanities/Fine Arts:

HUM 115 or HUM 120

##### Natural Sciences:

BIO 110 or BIO 161

##### Other Requirements:

ACA 111 or 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. Graduates in this program must demonstrate competence in math by completion of DMA 010 through DMA 050.

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

*This program offers the following diploma option:*

### Human Services Technology Diploma (D4538001)

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
CIS 111	Basic PC Literacy	1	2	0	2
GRO 120	Gerontology	3	0	0	3
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 135	Orientation Lab I	0	2	0	1
HSE 220	Case Management	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
<b>Total</b>					<b>26</b>
<i>General Education Courses</i>					
BIO 161	Intro to Human Biology	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
Communication/Humanities**					3
<b>Total</b>					<b>9</b>
<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for Diploma</b>					<b>36</b>

#### \*\*Recommended Elective & General Education Options for Diploma:

##### Communication/Humanities:

COM 231 or HUM 120

##### Other Requirements:

ACA 111 or ACA 122

Contact the program coordination or department chair for specific requirements.



*Career and College Promise offers the following pathway:*

**Human Services Technology Pathway (C45380H1)**

<i>Required Courses</i>		Clinic/			Credit
		Class	Lab	WkExp	Hours
HSC 110	Orientation to Health Careers	1	0	0	1
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
<b>Total Credits for Pathway</b>					<b>18</b>

*Career and College Promise pathways are available to high schools students only.*

# Human Services Technology Gerontology (A4538B)

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

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

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

## Course and Hour Requirements

Major Courses	Class		Lab		Clinic/ WkExp	Credit Hours
GRO 120 Gerontology	3	0	0	0	3	
GRO 220 Psy/Soc Aspects of Aging	3	0	0	0	3	
GRO 230 Health, Wellness & Nutrit	3	2	0	0	4	
GRO 240 Gerontology Care Managing	3	0	0	0	3	
GRO 250 Aging Policies Programs & Serv	2	0	0	0	2	
HSE 110 Intro to Human Services	2	2	0	0	3	
HSE 112 Group Process I	1	2	0	0	2	
HSE 123 Interviewing Techniques	2	2	0	0	3	
HSE 125 Counseling	2	2	0	0	3	
HSE 135 Orientation Lab I	0	2	0	0	1	
HSE 210 Human Services Issues	2	0	0	0	2	
HSE 215 Health Care	3	2	3	5		
HSE 225 Crisis Intervention	3	0	0	0	3	
PSY 150 General Psychology	3	0	0	0	3	
PSY 281 Abnormal Psychology	3	0	0	0	3	
WBL 111 Work-Based Learning I	0	0	10	1		
WBL 115 Work-Based Learning Seminar I	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 Elective*					2	
Sociology*					3	
Other Major Electives*					3	
<b>Total</b>					<b>55</b>	

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3	
PSY 241 Developmental Psych	3	0	0	3	
Communication*				3	
Humanities/Fine Arts*				3	
Natural Sciences*				3	
<b>Total</b>				<b>15</b>	

### Other Required Courses

Other Requirement*				1	
<b>Total</b>				<b>1</b>	

**Total Credits for AAS Degree 71**

### \*Recommended Elective & General Education Options:

Computer Electives:

CIS 110 or CIS 111

Sociology:

SOC 210 or SOC 213

### Other Major Electives:

GRO 150, HMT 110, HMT 211, HMT 212, HSC 110, HSE 115, HSE 130, HSE 230, HSE 251, HSE 255, MED 121, MED 180, SAB 110, SWK 110, SWK 113, TRE 122

### Communication:

COM 231 or ENG 112

### Communication:

HUM 115 or HUM 120

### Natural Sciences:

BIO 110 or BIO 161

### Other Requirement:

ACA 111 or 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. Graduates in this program must demonstrate competence in math by completion of DMA 010 through DMA 050.

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

Agreements have been established for the transferability of the associate's degree in Healthcare Management Technology to the Bachelor of Science in Gerontology with the following:

*Barton College*

*This program offers the following certificate option:*

### Ageing Studies Certificate (C4538B01)

Program Courses	Class		Lab		Clinic/ WkExp	Credit Hours
GRO 120 Gerontology	3	0	0	0	3	
GRO 220 Psy/Soc Aspects of Aging	3	0	0	0	3	
GRO 230 Health, Wellness, & Nutrit	3	2	0	0	4	
GRO 240 Gerontology Care Managing	3	0	0	0	3	
PSY 150 General Psychology	3	0	0	0	3	
Other Major Elective**					2	
<b>Total Credits for Certificate</b>					<b>18</b>	

### \*\*Recommended Electives for Certificate:

#### Required Electives:

GRO 150, GRO 250, HMT 110, HMT 211, HSE 115, HSE 215, MED 121, or TRE 122

Contact the program coordination or department chair for specific requirements.

## Human Services Technology Substance Abuse (A4538E)

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

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

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

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 135	Orientation Lab I	0	2	0	1
HSE 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 Psych	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 120	Intake and Assessment	3	0	0	3
SAB 125	SA Case Management	2	2	0	3
SAB 135	Addictive Process	3	0	0	3
SAB 210	Sub Abuse Counseling	2	2	0	3
SAB 240	Sab Issues in Client Serv	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 I	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 Elective*					2
Other Major Electives*					3
<b>Total</b>					<b>53</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Natural Sciences*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
Other Requirements*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>69</b>

#### \*Recommended Elective & General Education Options:

Computer Electives:  
CIS 110 or CIS 111

#### Other Major Electives:

CJC 111, CJC 113, CJC 141, CJC 211, GRO 120, GRO 150, H5C 110, HSE 130, HSE 212, HSE 215, HSE 255, MED 180, PSY 281, SAB 230, SWK 110, SWK 113

#### Communication:

COM 231 or ENG 112

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Natural Sciences:

BIO 110 or BIO 161

#### Social/Behavioral Science:

SOC 210 or SOC 220

#### Other Requirement:

ACA 111 or 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. Graduates in this program must demonstrate competence in math by completion of DMA 010 through DMA 050.

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

*This program offers the following certificate option:*

### Substance Abuse Certificate (C4538E01)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Program Courses</b>					
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 120	Intake and Assessment	3	0	0	3
SAB 125	SA Case Management	2	2	0	3
SAB 135	Addictive Process	3	0	0	3
SAB 210	Sub Abuse Counseling	2	2	0	3
SAB 230	Family Therapy	2	2	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

Contact the program coordinator or department chair for specific requirements.



# Industrial Management Technology (A50260)

A course of study that prepares the students to use basic engineering principles and management skills to plan and manage operations of industrial and manufacturing processes. Includes instruction in financial management, industrial and human resources management, industrial psychology, management information systems, quality and productivity improvement, quality control, operations research, safety and health issues, and environmental program management. Graduates should be qualified to enter the workforce as front-line supervisor, engineering assistant, production planner, inventory supervisor, or as a quality control technician. With additional training and experience, graduates could become plant manager or production managers.

These curriculums are designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment and information as leaders in an industrial or manufacturing setting.

Course work includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance

## Course and Hour Requirements

<b>Major Courses</b>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 235	Performance Management	3	0	0	3
ISC 131	Quality Management	3	0	0	3
ISC 132	Mfg Quality Control	2	3	0	3
ISC 135	Principles of Industrial Mgmt	4	0	0	4
ISC 136	Productivity Analysis I	2	3	0	3
ISC 140	Detailed Sched./Planning	3	0	0	3
ISC 170	Problem-Solving Skills	3	0	0	3
ISC 221	Statistical Qual Control	3	0	0	3
ISC 233	Industrial Org & Mgmt	3	0	0	3
ISC 243	Prod & Oper Management I	2	3	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
Business Elective*					3
Computer Skills Elective*					2
Drafting*					2
Other Major Elective*					3
Safety Elective*					2
<b>Total</b>					<b>50</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>66</b>

## \*Recommended Elective & General Education Options:

Business Electives:

BUS 153 or BUS 217

Computer Skills Elective:

CIS 110, CIS 111, EGR 125

Drafting:

BPR 111, DFT 111, DFT 151, or EGR 120

Other Major Electives:

BPM 110, OMT 222, PTC 110, SPA 120, or WBL 111 and WBL 112

Safety Elective:

ISC 112 or ISC 121

Communication:

COM 120, COM 231, or ENG 112

Humanities/Fine Arts:

ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, or PHI 240

Math:

MAT 121, MAT 143, MAT 152, MAT 171

Social/Behavioral Science:

PSY 150, SOC 210, or SOC 213

Other Requirements:

ACA 111 or 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.

*This program offers the following certificate options:*

### Bio-Management Practices Certificate (C5026002)

<b>Program Courses</b>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPM 110	Bioprocess Practices	3	4	0	5
ISC 132	Mfg Quality Control	2	3	0	3
ISC 135	Prin of Industrial Mgmt	4	0	0	4
PTC 110	Industrial Environment	3	0	0	3
Safety Elective**					2
<b>Total Credits for Certificate</b>					<b>17</b>

**\*\*Recommended Elective Options for certificate:**

Safety Elective:

ISC 112 or ISC 121

### Principles of Lean Manufacturing Certificate (C5026001)

<b>Program Courses</b>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ISC 135	Prin of Industrial Management	4	0	0	4
ISC 136	Productivity Analysis I	2	3	0	3
ISC 140	Detailed Scheduling/Planning	3	0	0	3
ISC 233	Industrial Org & Mgmt	3	0	0	3
<b>Total Credits for Certificate</b>					<b>13</b>

### Principles of Supplier Quality Certificate (C5026003)

<b>Program Courses</b>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111	Print Reading	1	2	0	2
BUS 153	Human Resource Management	3	0	0	3
ISC 131	Quality Management	3	0	0	3
ISC 221	Statistical Qual Control	3	0	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
<b>Total Credits for Certificate</b>					<b>14</b>

### Problem-Solving Certificate (C5026004)

		Clinic/			Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
ISC 132	Mfg Quality Control	2	3	0	3
ISC 135	Principles of Industrial Mgmt	4	0	0	4
ISC 136	Productivity Analysis I	2	3	0	3
ISC 170	Problem-Solving Skills	3	0	0	3
Safety Elective**					2
<b>Total Credits for Certificate</b>					<b>15</b>

**\*\*Recommended Elective Options for certificate:**

Safety Elective:

ISC 112 or ISC 121

Contact the program coordinator or department chair for specific requirements.

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*Career and College Promise offers the following pathway:*

### Industrial Management Technology Pathway (C50260H1)

		Clinic/			Credit
<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
ISC 121	Envir Health & Safety	3	0	0	3
ISC 132	Mfg Quality Control	2	3	0	3
ISC 135	Principles of Industrial Mgmt	4	0	0	4
ISC 136	Productivity Analysis I	2	3	0	3
ISC 233	Industrial Org & Mgmt	3	0	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

*Career and College Promise pathways are only available to high school students.*

## Industrial Systems Technology (A50240)

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

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

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

### Course and Hour Requirements

<b>Major Courses</b>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPM 110	Bioprocess Practices	3	4	0	5
BPR 111	Print Reading	1	2	0	2
BPR 121	Blueprint Reading-Mech	1	2	0	2
EGR 125	Appl Software for Tech	1	2	0	2
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Intro to PLC	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MNT 110	Intro to Maint Procedures	1	3	0	2
MNT 150	Basic Building Maintenance	1	3	0	2
MNT 160	Industrial Fabrication	1	3	0	2
MNT 220	Rigging and Moving	1	3	0	2
MNT 240	Indust Equip Troubleshoot	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
Concentration Elective*					3
Electricity*					3
Safety Elective*					2
Electives*					4
<b>Total</b>					<b>49</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>65</b>

#### \*Recommended Elective & General Education Options:

Concentration Elective:

MEC 111 or MAC 141

Electricity:

ELC 111, ELC 112, or ELC 131

Safety:

ISC 112 or ISC 121

Electives:

MNT 270, PTC 110, WBL 112

Communication:

COM 110, COM 231 or ENG 112

Humanities/Fine Arts:

HUM 110 or HUM 115

Math:

MAT 110, MAT 121, or MAT 143

Social/Behavioral Science:

PSY 150, SOC 210, or SOC 213

Other Requirement:

ACA 111 or 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.

*This program offers the following diploma and certificate options:*

### Industrial Maintenance Diploma (D5024001)

<b>Major Courses</b>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111	Print Reading	1	2	0	2
ELC 117	Motors and Controls	2	6	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MNT 110	Intro to Maint Procedures	1	3	0	2
MNT 150	Basic Building Maintenance	1	3	0	2
MNT 220	Rigging and Moving	1	3	0	2
MNT 270	Bioprocess Equip Maint	1	3	0	2
PTC 110	Industrial Environment	3	0	0	3
WLD 112	Basic Welding Processes	1	3	0	2
Concentration Elective**					3
Electricity**					3
Safety**					2
<b>Total</b>					<b>30</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
Math*					3
<b>Total</b>					<b>6</b>
<b>Other Required Courses</b>					
Other Requirement**					1
<b>Total</b>					<b>1</b>

**Total Credits for Diploma 37**

#### \*\*Recommended Elective & General Education Options for Diploma:

Concentration Elective:

MEC 111 or MAC 141

Electricity:

ELC 111, ELC 112, or ELC 131

Safety:

ISC 112 or ISC 121

Math:

MAT 110, MAT 121, or MAT 143

Other Requirement:

ACA 111 or ACA 122



**Basic Mechanical Maintenance Certificate (C5024001)**

		Clinic/			Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
BPR 111	Print Reading	1	2	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MAC 141	Machining Applications I	2	6	0	4
MNT 110	Intro to Maint Procedures	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
Safety**					2
<b>Total Credits for Certificate</b>					<b>15</b>

**\*\*Recommended Elective for Certificate:**

Safety:

ISC 112 or ISC 121

**Bio-Maintenance Certificate (C5024002)**

		Clinic/			Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
BPM 110	Bioprocess Practices	3	4	0	5
BPR 111	Print Reading	1	2	0	2
MNT 110	Intro to Maint Procedures	1	3	0	2
MNT 270	Bioprocess Equip Maint	1	3	0	2
PTC 110	Industrial Environment	3	0	0	3
Safety**					2
<b>Total Credits for Certificate</b>					<b>16</b>

**\*\*Recommended Elective for Certificate:**

Safety:

ISC 112 or ISC 121

**Facilities Maintenance Certificate (C5024003)**

		Clinic/			Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
BPR 111	Print Reading	1	2	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MNT 150	Basic Building Maintenance	1	3	0	2
Electricity**					3
Safety**					2
<b>Total Credits for Certificate</b>					<b>12</b>

**\*\*Recommended Electives for Certificate:**

Electricity:

ELC 111, ELC 112, or ELC 131

Safety:

ISC 112 or ISC 121

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

**Industrial Systems Technology Pathway (C50240H1)**

		Clinic/			Credit
<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
BPR 111	Print Reading	1	2	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MAC 141	Machining Applications I	2	6	0	4
MNT 110	Intro to Maint Procedures	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
<b>Total Credits for Pathway</b>					<b>13</b>

**Industrial Systems Technology Pathway (Pre-Apprenticeship) (C50240H2)**

		Clinic/			Credit
<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
BPR 111	Print Reading	1	2	0	2
ELC 111	Intro to Electricity	2	2	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 121	Envir Health & Safety	3	0	0	3
MAC 141	Machining Applications I	2	6	0	4
MNT 110	Intro to Maint Procedures	1	3	0	2
<b>Total Credits for Pathway</b>					<b>17</b>

*Career and College Promise pathways are only available to high school students.*

# Information Technology: Computer Programming and Development (A25590P)

Computer Programming and Development is a concentration under the Information Technology curriculum title. Careers in Computer Programming and Development involve the design, development, implementation, and maintenance of software programs for computer systems. This requires knowledge of computer operating systems, programming language, and software development. Occupations and specialties include programming and software development, applications design, and mobile technologies.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

## Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/ Hours</u>
CIS 110 Introduction to Computers	2	2	0	3
CSC 120 Computing Fundamentals I	3	2	0	4
CSC 121 Python Programming	2	3	0	3
CSC 134 C++ Programming	2	3	0	3
CSC 151 JAVA Programming	2	3	0	3
CSC 221 Advanced Python Programming	2	2	0	3
CSC 234 Advanced C++ Programming	2	3	0	3
CSC 251 Advanced JAVA Programming	2	3	0	3
CSC 289 Programming Capstone Project	1	4	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
CTS 115 Info Sys Business Concepts	2	3	0	3
CTS 285 System Analysis & Design	3	0	0	3
CTS 288 Professional Practices in IT	2	2	0	3
DBA 110 Database Concepts	2	3	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3
WEB 115 Web Markup and Scripting	2	2	0	3
Other Major Elective*				2
<b>Total</b>				<b>54</b>

## General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

## Other Required Courses

Other Requirement*	1
<b>Total</b>	<b>1</b>

**Total Credits for AAS Degree 70**

## \*Recommended Elective & General Education Options:

### Other Major Electives:

WEB 215 or WBL 111 and WBL 121

### Communication:

COM 231 or ENG 112

### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

### Social/Behavioral Science:

ECO 251, POL 120, PSY 150, or SOC 210

### Math:

MAT 121 or MAT 171

### Other Requirement:

ACA 111 or 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.

*This program offers the following certificate options:*

## C++ Programming Certificate (C2559003)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/ Hours</u>
CIS 110 Introduction to Computers	2	2	0	3
CSC 120 Computing Fundamentals I	3	2	0	4
CSC 134 C++ Programming	2	3	0	3
CSC 234 Advanced C++ Programming	2	3	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
<b>Total Credits for Certificate</b>				<b>16</b>

## JAVA Programming Certificate (C2559004)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/ Hours</u>
CIS 110 Introduction to Computers	2	2	0	3
CSC 120 Computing Fundamentals I	3	2	0	4
CSC 151 JAVA Programming	2	3	0	3
CSC 251 Advanced JAVA Programming	2	3	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
<b>Total Credits for Certificate</b>				<b>16</b>

## Python Programming Certificate (C2559008)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Clinic/ Hours</u>
CIS 110 Introduction to Computers	2	2	0	3
CSC 120 Computing Fundamentals I	3	2	0	4
CSC 121 Python Programming	2	3	0	3
CSC 221 Advanced Python Programming	2	2	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
<b>Total Credits for Certificate</b>				<b>16</b>

Contact the program coordinator or department chair for specific requirements.

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*Career and College Promise offers the following pathway:*

**Information Technology Pathway: Computer Programming and Development (C25590H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CSC 120	Computing Fundamentals I	3	2	0	4
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

*Career and College Promise pathways are only available to high school students.*



# Information Technology: Cyber Security (A25590S)

Cyber Security is a concentration under the Information Technology curriculum title. Careers in Cyber Security involve planning, implementation, and monitoring appropriate security controls to safeguard and protect computer networks and information. Occupations and career specialties include network administration, network support specialist, systems security specialist, and information security analyst.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

## Course and Hour Requirements

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
CIS 110 Introduction to Computers	2	2	0	3
CSC 121 Python Programming	2	3	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
CTI 175 Intro to Wireless Technology	2	2	0	3
CTS 115 Info Sys Business Concepts	3	0	0	3
CTS 288 Professional Practices in IT	2	2	0	3
NET 125 Introduction to Networks	1	4	0	3
NET 126 Routing Basics	1	4	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3
NOS 130 Windows Single User	2	2	0	3
SEC 110 Security Concepts	2	2	0	3
SEC 150 Secure Communications	2	2	0	3
SEC 151 Intro to Protocol Analysis	2	3	0	3
SEC 160 Security Administration I	2	2	0	3
SEC 258 Security Compliance	2	3	0	3
Other Major Electives*				2
<b>Total</b>				<b>50</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

## Other Required Courses

Other Requirements*	1
<b>Total</b>	<b>1</b>

**Total Credits for AAS Degree 66**

## \*Recommended Elective & General Education Options:

### Other Major Electives:

NET 241 or WBL 111 and WBL 121

### Communication:

COM 231 or ENG 112

### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

### Math

MAT 121 or MAT 171

### Social/Behavioral Science:

ECO 251, POL 120, PSY 150, or SOC 210

### Other Requirements:

ACA 111 or 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.

*This program offers the following certificate option:*

## Network Security Certificate (C2559007)

<i>Program Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
CTI 120 Network & Sec Foundation	2	2	0	3
NET 125 Introduction to Networks	1	4	0	3
NET 126 Routing Basics	1	4	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3
SEC 110 Security Concepts	2	2	0	3
Elective**				3
<b>Total Credits for Certificate</b>				<b>18</b>

## \*Recommended Elective Options for Certificate:

### Electives:

SEC 150 or SEC 160

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

## Information Technology Pathway: Cyber Security (C25590H2)

<i>Required Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
CTI 120 Network & Sec Foundation	2	2	0	3
NET 125 Introduction to Networks	1	4	0	3
NET 126 Routing Basics	1	4	0	3
SEC 110 Security Concepts	2	2	0	3
SEC 150 Secure Communications	2	2	0	3
SEC 151 Intro to Protocol Analysis	2	3	0	3
<b>Total Credits for Pathway</b>				<b>18</b>

*Career and College Promise pathways are only available to high school students.*

# Information Technology: Network Management (A25590N)

Network Management is a concentration under the Information Technology curriculum title. Careers in Network Management involve network analysis, planning, design, installation, maintenance, and management of network systems. Occupations and career specialties include network administration, information systems operator, user support specialist, systems security specialist, network virtualization, and telecommunications technician.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
CIS 110	Introduction to Computers	2	2	0	3
CSC 121	Python Programming	2	3	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTI 175	Intro to Wireless Technology	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 288	Professional Practices in IT	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing and Switching II	1	4	0	3
NET 241	Introduction to VOIP	2	3	0	3
NET 289	Networking Project	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 220	Linux/Unix Admin I	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
Other Major Electives*					2
<b>Total</b>					<b>56</b>
<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>

### Other Required Courses

Other Requirement*	1
<b>Total</b>	<b>1</b>

**Total Credits for AAS Degree** **72**

### \*Recommended Elective & General Education Options:

#### Other Major Electives:

SEC 150 or SEC 151 or WBL 111 and WBL 121

#### Communication:

COM 231 or ENG 112

#### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

#### Math:

MAT 121 or MAT 171

#### Social/Behavioral Science:

ECO 251, POL 120, PSY 150, or SOC 210

#### Other Requirement:

ACA 111 or 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.

*This program has the following certificate options:*

### Routing and Switching Certificate (C2559009)

<i>Program Courses</i>		Class	Lab	WkExp	Clinic/ Hours
CTI 120	Network & Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing and Switching II	1	4	0	3
SEC 110	Security Concepts	2	2	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

### System Administrator Certificate (C2559010)

<i>Program Courses</i>		Class	Lab	WkExp	Clinic/ Hours
CTI 120	Network & Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 220	Linux/Unix Admin I	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

### Wireless LAN Certificate (C2559011)

<i>Program Courses</i>		Class	Lab	WkExp	Clinic/ Hours
CTI 120	Network & Sec Foundation	2	2	0	3
CTI 175	Intro to Wireless Technology	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing and Switching II	1	4	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

**IP Telephony Administration Certificate (C2559013)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CTI 120	Network & Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 241	Intriduction to VOIP	2	3	0	3
<b>Total Credits for Certificate</b>					<b>12</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

**Information Technology Pathway: Network Management (C25590H3)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CTI 120	Network & Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing and Switching II	1	4	0	3
SEC 110	Security Concepts	2	2	0	3
<b>Total Credits for Pathway</b>					<b>18</b>

*Career and College Promise pathways are only available to high schools students.*



## Information Technology: Support and Services (A25590T)

Support and Services is a concentration under the Information technology curriculum title. Careers in Support and Services involve implementing computer systems and software, providing technical assistance, and managing information systems. Occupations and career specialties include database development and administration, database management, technical support for call centers or products, technical documentation, and information systems management.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

### Course and Hour Requirements

Major Courses	Class		Clinic/ WkExp	Credit Hours
	Lab	WkExp		
CIS 110 Introduction to Computers	2	2	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
CTI 140 Virtualization Concepts	1	4	0	3
CTI 289 CTI Capstone Project	1	6	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 Tech Support Functions	2	2	0	3
CTS 220 Adv Hard/Software Support	2	3	0	3
CTS 288 Professional Practices in IT	2	2	0	3
NET 125 Introduction to Networks	1	4	0	3
NET 126 Routing Basics	1	4	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3
NOS 130 Windows Single User	2	2	0	3
SEC 110 Security Concepts	2	2	0	3
Other Major Electives*				2
<b>Total</b>				<b>50</b>
<b>General Education Courses</b>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

### Other Required Course

Other Requirement*	1
<b>Total</b>	<b>1</b>

### Total Credits for AAS Degree 66

#### \*Recommended Elective & General Education Options:

##### Other Major Electives:

NOS 230 or WBL 111 and WBL 121

##### Communication:

COM 231 or ENG 112

##### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

##### Math:

MAT 143, MAT 152, or MAT 171

##### Social/Behavioral Science:

ECO 251, POL 120, PSY 150, SOC 210

##### Other Requirement:

ACA 111 or ACA 121

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

*This program offers the following diploma and certificate options:*

### Information Technology Diploma (D2559001)

Major Courses	Class		Clinic/ WkExp	Credit Hours
	Lab	WkExp		
CIS 110 Introduction to Computers	2	2	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
CTI 140 Virtualization Concepts	1	4	0	3
CTS 115 Info Sys Business Concepts	3	0	0	3
CTS 120 Hardware/Software Support	2	3	0	3
NET 125 Introduction to Networks	1	4	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3
NOS 130 Windows Single User	2	2	0	3
SEC 110 Security Concepts	2	2	0	3
<b>Total</b>				<b>30</b>

#### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
Math**				3
<b>Total</b>				<b>6</b>

#### Other Required Courses

ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>

### Total Credits for Diploma 37

#### \*\*Recommended Elective & General Education Options for Diploma:

##### Math:

MAT 121 or MAT 171

**Computer Information Technology Certificate (C2559001)**

<i>Program Courses</i>		Clinic/			Credit
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	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
<b>Total Credits for Certificate</b>					<b>18</b>

**Desktop Support Technician Certificate (C2559002)**

<i>Program Courses</i>		Clinic/			Credit
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 220	Adv Hard/Software Support	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

Contact the program coordinator or department chair for specific requirements.

## Information Technology: Web Administration and Design (A25590W)

Web Administration and Design is a concentration under the Information Technology curriculum title. Careers in Web Administration and Design involve creating, designing, and producing interactive multimedia products and services, including development of digitally-generated or computer-enhanced media used in business, training, entertainment, communications, and marketing. Occupations and career specialties include web design, digital media and web administration.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

### Course and Hour Requirements

Major Courses		Class	Lab	Clinic/ WkExp	Credit Hours
CIS 110	Introduction to Computers	2	2	0	3
CSC 118	Swift Programming I	2	2	0	3
CSC 120	Computing Fundamentals I	3	2	0	4
CSC 218	Swift Programming II	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 288	Professional Practices in IT	2	2	0	3
SGD 116	Graphic Design Tools	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 213	Internet Mkt & Analytics	2	2	0	3
WEB 215	Adv Markup and Scripting	2	2	0	3
WEB 250	Database Driven Websites	2	2	0	3
WEB 289	Internet Technologies Projects	1	4	0	3
<b>Total</b>					<b>49</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>

### Other Required Course

Other Requirement*	1
<b>Total</b>	<b>1</b>

### Total Credits for AAS Degree

65

### \*Recommended Elective & General Education Options:

#### Communication:

COM 231 or ENG 112

#### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

#### Math:

MAT 121 or MAT 171

#### Social/Behavioral Science:

ECO 251, POL 120, PSY 150, or SOC 210

#### Other Requirement:

ACA 111 or ACA 122

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

*This program offers the following certificate option:*

### Mobile App Entrepreneur Certificate (C25590M)

Program Courses		Class	Lab	WkExp	Clinic/ Hours	Credit
CSC 118	Swift Programming I	2	2	0		3
CSC 218	Swift Programming II	2	2	0		3
ETR 210	Introduction to Entrepreneurship	3	0	0		3
ETR 270	Entrepreneurship Issues	3	0	0		3
<b>Total Credits for Certificate</b>						<b>12</b>

### Web Design Certificate (C2559012)

Program Courses		Class	Lab	WkExp	Clinic/ Hours	Credit
CTI 110	Web, Pgm, & Db Foundation	2	2	0		3
WEB 115	Web Markup and Scripting	2	2	0		3
WEB 120	Intro to Internet Multimedia	2	2	0		3
WEB 140	Web Development Tools	2	2	0		3
WEB 210	Web Design	2	2	0		3
<b>Total Credits for Certificate</b>						<b>15</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Information Technology Pathway: Web Administration and Design (C25590H4)

Required Courses		Class	Lab	WkExp	Clinic/ Hours	Credit
CSC 120	Computer Fundamentals I	3	2	0		4
CTI 110	Web, Pgm, Db Foundation	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
<b>Total Credits for Pathway</b>						<b>16</b>

*Career and College Promise pathways are only available to high school students.*



# Mammography Certificate (C45830)

The Mammography curriculum provides registered radiologic technologist the didactic and clinical experience necessary to become registered mammographers.

Course work includes clinical rotations in 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 Technologist (ARRT) post primary certification in Mammography.

## Course and Hour Requirements

<i>Program Courses</i>	Class	Lab	Clinic/		Credit
			WkExp	Hours	
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 Mammography Clinical Ed	0	0	15	5	
MAM 109 Mammography Capstone	3	0	0	3	
<b>Total Credits for Certificate</b>				<b>17</b>	

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pitcc.edu](http://www.pitcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Mammography > Curriculum).

The medical director for this program is Bruce F. Schroeder, M.D.

# Mechanical Engineering Technology (A40320)

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.

These curriculums are 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.

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

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
ATR 281 Automated Manufacturing	3	2	0	4
DFT 151 CAD I	2	3	0	3
DFT 152 CAD II	2	3	0	3
DFT 153 CAD III	2	3	0	3
EGR 250 Statics/Strength of Mater	4	3	0	5
EGR 285 Design Project	0	4	0	2
ELC 111 Intro to Electricity	2	2	0	3
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
ISC 132 Mfg Quality Control	2	3	0	3
ISC 136 Productivity Analysis I	2	3	0	3
MEC 161 Manufacturing Processes I	3	0	0	3
MEC 161A Manufacturing Proc I Lab	0	3	0	1
MEC 180 Engineering Materials	2	3	0	3
Machining Elective*				3
Other Major Elective*				2
Required Physics*				4
Safety Elective*				2
<b>Total</b>				<b>50</b>

## 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
Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

## Other Required Courses

Other Requirement*				1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 66**

## \*Recommended Elective & General Education Options:

Machining Elective:

MAC 141 or MEC 111

Other Major Elective:

EGR 120, MAT 122, or WBL 112

Required Physics:

PHY 131 or PHY 151

Safety Electives

ISC 112 or ISC 121

Math:

MAT 121 or MAT 171

Social/Behavioral Science:

PSY 150 or SOC 210

Other Requirements

ACA 111 or 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.

*This program offers the following diploma and certificate options:*

## Mechanical Engineering Technology Diploma (D4032001)

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
ATR 281 Automated Manufacturing	3	2	0	4
DFT 151 CAD I	2	3	0	3
DFT 152 CAD II	2	3	0	3
EGR 120 Eng and Design Graphics	2	2	0	3
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
ISC 132 Mfg Quality Control	2	3	0	3
MAC 141 Machining Applications I	2	6	0	4
MEC 161 Manufacturing Processes I	3	0	0	3
MEC 161A Manufacturing Proc I Lab	0	3	0	1
MEC 180 Engineering Materials	2	3	0	3
Safety Elective **				2
<b>Total</b>				<b>32</b>

## General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
Math**				3
<b>Total</b>				<b>6</b>

**Total Credits for Diploma 38**

## \*\*Recommended Elective & General Education Options for Diploma:

Safety Electives:

ISC 112 or ISC 121

Math:

MAT 121 or MAT 171

## Manufacturing Processes Fundamentals Certificate (C4032005)

<i>Program Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
DFT 152 CAD II	2	3	0	3
DFT 153 CAD III	2	3	0	3
ISC 132 Mfg Quality Control	2	3	0	3
MEC 161 Manufacturing Processes I	3	0	0	3
MEC 161A Manufacturing Proc I Lab	0	3	0	1
MEC 180 Engineering Materials	2	3	0	3
<b>Total Credits for Certificate</b>				<b>16</b>

**Mechanical Engineering Software Certificate (C4032003)**

<i>Program Courses</i>		Clinic/			Credit
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
DFT 153	CAD III	2	3	0	3
EGR 120	Eng and Design Graphics	2	2	0	3
<b>Total Credits for Certificate</b>					<b>12</b>

**Mechanical Fundamentals Certificate (C4032004)**

<i>Program Courses</i>		Clinic/			Credit
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
DFT 151	CAD I	2	3	0	3
ISC 132	Mfg Quality Control	2	3	0	3
MAC 141	Machining Applications I	2	6	0	4
Safety Elective ***					2
<b>Total Credits for Certificate</b>					<b>12</b>

\*\*\*Recommended Elective & General Education Options for Certificate:

Safety Electives:

ISC 112 or ISC 121

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

**Mechanical Engineering Technology Pathway (C40320H1)**

<i>Required Courses</i>		Clinic/			Credit
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
DFT 151	CAD I	2	3	0	3
DFT 153	CAD III	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MAT 171	Precalculus Algebra	3	2	0	4
PHY 151	College Physics I	3	2	0	4
<b>Total Credits for Pathway</b>					<b>17</b>

**Mechanical Engineering Technology Pathway (C40320H2)**

<i>Required Courses</i>		Clinic/			Credit
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
DFT 151	CAD I	2	3	0	3
EGR 120	Eng and Design Graphics	2	2	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
MEC 161A	Manufacturing Proc I Lab	0	3	0	1
<b>Total Credits for Pathway</b>					<b>13</b>

*Career and College Promise pathways are only available to high school students.*



## 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

Major Courses	Class	Lab	Clinic/		Credit Hours
			WkExp	Hours	
BIO 163 Basic Anat & Physiology	4	2	0	0	5
MED 110 Orientation to Med Assist	1	0	0	0	1
MED 114 Prof Interac in Heal Care	1	0	0	0	1
MED 121 Medical Terminology I	3	0	0	0	3
MED 122 Medical Terminology II	3	0	0	0	3
MED 130 Admin Office Proc I	1	2	0	0	2
MED 131 Admin Office Proc II	1	2	0	0	2
MED 140 Exam Room Procedures I	3	4	0	0	5
MED 150 Laboratory Procedures I	3	4	0	0	5
MED 180 <sup>+</sup> CPR Certification	0	2	0	0	1
MED 240 Exam Room Procedures II	3	4	0	0	5
MED 260 MED Clinical Practicum	0	0	15	5	1
MED 262 Clinical Perspectives	1	0	0	0	1
MED 264 Med Assisting Overview	2	0	0	0	2
MED 270 Symptomatology	2	2	0	0	3
MED 272 Drug Therapy	3	0	0	0	3
MED 276 Patient Education	1	2	0	0	2
Major Elective*					2
Medical Coding Elective*					2
Medical/Legal Issues*					2
Office Systems Elective*					2
Spanish Elective*					3
<b>Total</b>					<b>60</b>
<b>General Education Courses</b>					
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
ACA 111 College Student Success	1	0	0	0	1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>76</b>

### \*Recommended Elective & General Education Options:

#### Major Elective:

BUS 151, HSC 110, OST 131, OST 164, OST 184, OST 281, SPA 110, SPA 112, OST 286

#### Medical Coding Elective:

MED 232 or OST 148

#### Medical/Legal Issues:

MED 118 or OST 149

#### Office Systems Elective:

CIS 110, CIS 111, OST 136 or OST 137

#### Spanish Elective:

SPA 111 or SPA 120

#### Humanities/Fine Arts:

HUM 115 PHI 240

Students making satisfactory progress should complete this program in six semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Medical Assisting > Curriculum).

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

25400 US Highway 19 North,  
Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2350  
Fax: 727-210-2354  
Email: [mail@caahep.org](mailto:mail@caahep.org)

#### MAERB

20 North Wacker Drive,  
Suite 1575  
Chicago, IL 60606-2903  
Phone: 312-899-1500  
Fax: 312-899-1259

\* Articulated credit for MED 180 CPR Certification may be awarded to students who hold an active BLS CPR Certification from the American Heart Association at the time of enrollment in the program.

## Medical Dosimetry Diploma (D45450)

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

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

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

The Medical Dosimetry program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

JRCERT  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Telephone: 312-704-5300  
Email: mail@jrcert.org

### Course and Hour Requirements

		Clinic/			Credit
<i>Major Courses</i>		Class	Lab	WkExp	Hours
DOS 210	Introduction to Dosimetry	2	3	0	3
DOS 220	Treatment Planning I	1	3	0	2
DOS 221	Treatment Planning II	1	3	0	2
DOS 230	Clinical Research Exper	0	6	0	2
DOS 243	Dosimetry Physics	1	3	0	2
DOS 250	Dose Calculations	2	0	0	2
DOS 260	Dosimetry Special Procedures	2	3	0	3
DOS 270	Medical Dosimetry Capstone	2	0	0	2
DOS 280	Clinical Education I	0	0	12	4
DOS 281	Clinical Education II	0	0	12	4
DOS 282	Clinical Education III	0	0	12	4
DOS 283	Clinical Education IV	0	0	15	5
DOS 284	Clinical Education V	0	0	15	5
<b>Total</b>					<b>40</b>

<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
MAT 121	Algebra/Trigonometry	2	2	0	3
<b>Total</b>					<b>6</b>

**Total Credits for Diploma 46**

Students making satisfactory progress should complete this program in three semesters. Additional time may be needed to complete general education courses.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pitcc.edu](http://www.pitcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Medical Dosimetry > Curriculum).

## Medical Office Administration: General Medical Office Administration (A25310M)

The Medical Office Administration program prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, and patient services. Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum. Graduates should qualify for employment opportunities in a variety of administrative positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations.

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		Clinic/			Credit
		Class	Lab	WkExp	
ACC 111	Financial Accounting	3	0	0	3
BUS 260	Business Communication	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 & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office applications I	2	2	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	3	0	0	3
OST 243	Med Office Simulation	2	2	0	3
OST 247	Procedure Coding	2	2	0	3
OST 248	Diagnostic Coding	2	2	0	3
OST 263	Healthcare Customer Relations	3	0	0	3
OST 280	Electronic Health Records	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
Electives*					2
<b>Total</b>					<b>59</b>

### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Natural Sciences/Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>

### *Other Required Courses*

Other Requirement*					1
<b>Total</b>					<b>1</b>

### **Total Credits for AAS Degree**

**75**

### *\*Recommended Elective & General Education Options:*

#### Major Electives:

BUS 137, BUS 151, HBI 110, OST 138, OST 153, OST 184, OST 233, OST 236, SPA 120, or WBL 112

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Natural Sciences/Math:

BIO 161 or MAT 110

#### Social/Behavioral Science:

ECO 251, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

Student 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 program offers the following certificate option:*

### **Medical Receptionist Certificate (C2531006)**

<i>Program Courses</i>		Clinic/			Credit
		Class	Lab	WkExp	
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 137	Office Applications I	2	2	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 286	Professional Development	3	0	0	3
<b>Total Credits for Certificate</b>					<b>17</b>

*Career and College Promise offers the following pathway:*

### **Medical Office Administration Pathway(C25310H1)**

<i>Required Courses</i>		Clinic/			Credit
		Class	Lab	WkExp	
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 137	Office Applications I	2	2	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 286	Professional Development	3	0	0	3
<b>Total Credits for Pathway</b>					<b>17</b>

*Career and College Promise pathways are only available to high school students.*



# Medical Office Administration: Dental Office Administration Diploma (D2531007)

Other Requirement:  
ACA 111 or ACA 122

The Dental Office Administration Diploma prepares individuals for employment to oversee the administrative operations of dental care settings. They perform general office duties such as answering phone calls, scheduling appointments, helping with insurance claims, and collecting payments. They are responsible for overseeing the administrative functions of various dental care settings. These individuals are not directly involved in treating patients. Course work includes dental terminology, dental billing and coding, dental office management, and dental office simulation. Graduates should qualify for employment opportunities in various dental care settings.

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

*This program offers the following Evening and Weekend option:*

## Medical Office Administration: Dental Office Administration Diploma (D25310X7)

<i>Program Courses</i>		Clinic/			Credit
		Class	Lab	WkExp	
ACA 122	College Transfer Success	0	2	0	1
ACC 111	Financial Accounting	3	0	0	3
COM 120	Intro Interpersonal Com	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 143	Dental Office Terminology	3	0	0	3
OST 147	Dental Billing and Coding	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	3	0	0	3
OST 245	Dental Office Management	2	2	0	3
OST 246	Dental office Simulation	2	2	0	3
OST 286	Professional Development	3	0	0	3
<b>Total Credits for Diploma</b>					<b>42</b>

Contact the program coordinator or department chair for specific requirements.

### Course and Hour Requirements

<i>Major Courses</i>		Clinic/			Credit
		Class	Lab	WkExp	
ACC 111	Financial Accounting	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 143	Dental Office Terminology	3	0	0	3
OST 147	Dental Billing and Coding	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	3	0	0	3
OST 245	Dental Office Management	2	2	0	3
OST 246	Dental Office Simulation	2	2	0	3
OST 286	Professional Development	3	0	0	3
<b>Total</b>					<b>35</b>
<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
<b>Total</b>					<b>6</b>
<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for Diploma</b>					<b>42</b>

*\*Recommended Elective & General Education Options:*

Communication:  
COM 120 or COM 231

## Medical Office Administration: Medical Auditor (A25310A)

Medical Auditor is a concentration under the Medical Office Administration curriculum title. Medical auditors perform coding quality audits and review of clinical documents, physician billing records, administrative data, and coding records. They ensure compliance with industry regulations as well as maintain quality assurance. They also provide ongoing feedback and analysis of the education needs for the providers and staff. Certified medical auditors are also known as compliance auditors. This requires knowledge of federal, state, and payer-specific regulations (Medicare and Medicaid) and policies pertaining to documentation, coding, and billing. A knowledge of ICD-10-CM, CPT, and HCPCS coding is required.

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

Major Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
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 & Formatting	2	2	0	3
OST 136 Word Processing	2	2	0	3
OST 137 Office Applications I	2	2	0	3
OST 148 Med Ins & Billing	3	0	0	3
OST 149 Medical Legal Issues	3	0	0	3
OST 164 Office Editing	3	0	0	3
OST 243 Med Office Simulation	2	2	0	3
OST 247 Procedure Coding	2	2	0	3
OST 248 Diagnostic Coding	2	2	0	3
OST 263 Healthcare Customer Relations	3	0	0	3
OST 264 Medical Auditing	3	0	0	3
OST 265 Healthcare Comp & Reg	2	2	0	3
OST 266 Adv Medical Auditing	2	2	0	3
OST 280 Electronic Health Records	2	2	0	3
OST 286 Professional Development	3	0	0	3
OST 288 Medical Office Admin Capstone	2	2	0	3
<b>Total</b>				<b>60</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Natural Sciences/Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

### Other Required Courses

Other Requirement*	1
<b>Total</b>	<b>1</b>

### Total Credits for AAS Degree

76

### \*Recommended Elective & General Education Options:

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Natural Sciences/Math:

BIO 161 or MAT 110

#### Social/Behavioral Science:

ECO 251, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

This program offers the following diploma option:

### Medical Auditor Diploma (D2531008)

Major Courses	Class	Lab	WkExp	Clinic/ Hours	Credit
MED 116 Introduction to A & P	3	2	0	4	4
MED 121 Medical Terminology I	3	0	0	3	3
MED 122 Medical Terminology II	3	0	0	3	3
OST 131 Keyboarding	1	2	0	2	2
OST 137 Office Applications I	2	2	0	3	3
OST 148 Med Ins & Billing	3	0	0	3	3
OST 149 Medical Legal Issues	3	0	0	3	3
OST 247 Procedure Coding	2	2	0	3	3
OST 248 Diagnostic Coding	2	2	0	3	3
OST 264 Medical Auditing	3	0	0	3	3
OST 265 Healthcare Comp & Reg	2	2	0	3	3
OST 266 Adv Medical Auditing	2	2	0	3	3
OST 280 Electronic Health Records	2	2	0	3	3
<b>Total</b>					<b>39</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
Communication**				3
<b>Total</b>				<b>6</b>

### Other Required Courses

Other Requirement**	1
<b>Total</b>	<b>1</b>

### Total Credits for Diploma

46

### \*\*Recommended Elective & General Education Options for Diploma:

#### Communication:

COM 120 or COM 231

#### Other Requirement:

ACA 111 or ACA 122

Contact the program coordinator or department chair for specific requirements.

## Medical Office Administration: Medical Billing and Coding (A25310C)

Medical Coding and Billing is a concentration under the Medical Office Administration curriculum title. Medical coders and billers transform healthcare diagnoses, procedures, medical services, and equipment into a medical alphanumeric code (ICD-10-CM, CPT, and HCPCS). They also process and follow up on claims sent to health insurance companies for reimbursement of services provided by healthcare providers. These individuals work to avoid insurance payment denials. This requires a knowledge of anatomy, physiology, and medical terminology. This also requires knowledge and proficiency of ICD-10-CM, CPT, and HCPCS coding. It is highly recommended for serious coders to pass the CPC (Certified Professional Coder) exam.

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
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 & Formatting	2	2	0	3
OST 136 Word Processing	2	2	0	3
OST 137 Office Applications I	2	2	0	3
OST 148 Med Ins & Billing	3	0	0	3
OST 149 Medical Legal Issues	3	0	0	3
OST 164 Office Editing	3	0	0	3
OST 243 Med Office Simulation	2	2	0	3
OST 247 Procedure Coding	2	2	0	3
OST 248 Diagnostic Coding	2	2	0	3
OST 249 Med Coding Certification Prep	2	3	0	3
OST 250 Long-Term Care	2	2	0	3
OST 260 Adv Coding Methodologies	2	2	0	3
OST 263 Healthcare Customer Relations	3	0	0	3
OST 280 Electronic Health Records	2	2	0	3
OST 286 Professional Development	3	0	0	3
OST 288 Medical Office Admin Capstone	2	2	0	3
<b>Total</b>				<b>60</b>

### General Education Courses

ENG 111 Writing and Inquiry Communication*	3	0	0	3
Humanities/Fine Arts*				3
Natural Sciences/Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

### Other Required Courses

Other Requirement*				1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 76**

### \*Recommended Elective & General Education Options:

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Natural Sciences/Math:

BIO 161 or MAT 110

#### Social/Behavioral Science:

ECO 251, PSY 150, SOC 210, or SOC 213

*This program offers the following diploma option:*

### Medical Billing and Coding Diploma (D2531005)

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
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 137 Office Applications I	2	2	0	3
OST 148 Med Ins & Billing	3	0	0	3
OST 149 Medical Legal Issues	3	0	0	3
OST 243 Med Office Simulation	2	2	0	3
OST 247 Procedure Coding	2	2	0	3
OST 248 Diagnostic Coding	2	2	0	3
OST 249 Med Coding Certification Prep	2	3	0	3
OST 260 Adv Coding Methodologies	2	2	0	3
OST 280 Electronic Health Records	2	2	0	3
<b>Total</b>				<b>39</b>

### General Education Courses

ENG 111 Writing and Inquiry Communication**	3	0	0	3
<b>Total</b>				<b>6</b>

### Other Required Courses

Other Requirement**				1
<b>Total</b>				<b>1</b>

**Total Credits for Diploma 46**

### \*\*Recommended General Education & Elective Options for Diploma:

#### Communication:

COM 120 or COM 231

#### Other Requirement:

ACA 111 or ACA 122

Contact the program coordinator or department chair for specific requirements.



## Medical Office Administration: Patient Services Representative (A25310R)

Patient Services Representative is a concentration under the Medical Office Administration curriculum title. Patient service representatives work in healthcare facilities and serve as the first point of contact for patients entering the facility. They enter and verify confidential personal health information and financial information into computerized systems with a high rate of accuracy. They are also responsible for answering telephones, registering patients, scheduling appointments, collecting payments, and providing excellent customer service. Patient service representatives are also known as patient advocates, patient access specialists, and service coordinators. This requires a knowledge of computers, medical terminology, and electronic health records. This also requires excellent communication and customer service skills.

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ACC 111	Financial Accounting	3	0	0	3
BUS 151	People Skills	3	0	0	3
BUS 260	Business Communication	3	0	0	3
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 & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	3	0	0	3
OST 243	Med Office Simulation	2	2	0	3
OST 263	Healthcare Customer Relations	3	0	0	3
OST 280	Electronic Health Records	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
Major Elective*					2
<b>Total</b>					<b>55</b>

<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Natural Sciences/Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>

<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 71**

### \*Recommended Electives & General Education Options:

#### Major Elective:

OST 153, OST 236, or WBL 112

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Natural Sciences/Math:

BIO 161 or MAT 110

#### Social/Behavioral Science:

ECO 251, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

*This program offers the following diploma and certificate option:*

### Patient Services Representative Diploma (D2531006)

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ACC 111	Financial Accounting	3	0	0	3
BUS 260	Business Communication	3	0	0	3
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 Applications I	2	2	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 243	Med Office Simulations	2	2	0	3
OST 263	Healthcare Customer Relations	3	0	0	3
OST 280	Electronic Health Records	2	2	0	3
OST 286	Professional Development	3	0	0	3
<b>Total</b>					<b>41</b>

#### General Education Courses

ENG 111	Writing and Inquiry	3	0	0	3
Communication**					3
<b>Total</b>					<b>6</b>

#### Other Required Courses

Other Requirement**					1
<b>Total</b>					<b>1</b>

**Total Credits for Diploma 48**

### \*\*Recommended General Education & Elective Options for Diploma:

#### Communication:

COM 120 or COM 231

#### Other Requirement:

ACA 111 or ACA 122

**Patient Services Representative Certificate (C2531008)**

<i>Program Courses</i>		Clinic/			Credit
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
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 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 286	Professional Development	3	0	0	3
<b>Total Credits for Certificate</b>					<b>17</b>

Contact the program coordinator or department chair for specific requirements.

## Medical Sonography (A45440)

Academics > Programs > Health Sciences > Medical Sonography > Curriculum).

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

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

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

The Medical Sonography program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) by the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

CAAHEP  
25400 U.S. Highway 19 N.  
Suite 158  
Clearwater, FL 33763  
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.jrcms.org

The medical advisor for the program is Michael R. Coan, M.D.

### Course and Hour Requirements

Major Courses	Class	Lab	Clinic/		Credit
			WkExp	Hours	
BIO 163 Basic Anat & Physiology	4	2	0	5	5
PHY 110 Conceptual Physics	3	0	0	3	3
SON 110 Introduction to Sonography	1	3	3	3	3
SON 111 Sonographic Physics	3	3	0	4	4
SON 120 SON Clinical Ed I	0	0	15	5	5
SON 121 SON Clinical Ed II	0	0	15	5	5
SON 130 Abdominal Sonography I	2	3	0	3	3
SON 131 Abdominal Sonography II	1	3	0	2	2
SON 140 Gynecological Sonography	2	0	0	2	2
SON 220 SON Clinical Education III	0	0	24	8	8
SON 221 SON Clinical Education IV	0	0	24	8	8
SON 222 Selected SON Clinical Ed	0	0	6	2	2
SON 225 Case Studies	0	3	0	1	1
SON 241 Obstetrical Sonography I	2	0	0	2	2
SON 242 Obstetrical Sonography II	2	0	0	2	2
SON 250 Vascular Sonography	1	3	0	2	2
SON 289 Sonographic Topics	2	0	0	2	2
<b>Total</b>					<b>59</b>
<b>General Education Courses</b>					
ENG 111 Writing and Inquiry	3	0	0	3	3
ENG 112 Writing/Research in the Disc	3	0	0	3	3
MAT 121 Algebra/Trigonometry I	2	2	0	3	3
PSY 150 General Psychology	3	0	0	3	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>75</b>

The Medical Sonography program has established a collaborative agreement with Nash Community College. This agreement allows students to take general education courses at Nash Community College and the remaining courses at Pitt Community College if accepted to the program. Pitt Community College will award the Medical Sonography degree.

#### \*Recommended Elective & General Education Options:

Humanities/Fine Arts:  
HUM 115 or PHI 240

Students making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on



## Nuclear Medicine Technology (A45460)

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level Nuclear Medicine Technologists.

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

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

### Course and Hour Requirements

Major Courses	Class	Lab	Clinic/		Credit Hours
			WkExp	Hours	
NMT 110 Intro to Nuclear Medicine	2	0	0	2	2
NMT 110A Intro to Nuc Med Lab	0	3	0	1	1
NMT 126 Nuclear Physics	2	0	0	2	2
NMT 132 Overview-Clinical Nuc Med	2	0	6	4	2
NMT 134 Nuclear Pharmacy	2	0	0	2	2
NMT 136 Health Physics	2	0	0	2	2
NMT 211 NMT Clinical Practices I	0	0	21	7	2
NMT 212 Proc for Nuclear Med I	2	0	0	2	2
NMT 212A Proc for Nuc Med I Lab	0	3	0	1	1
NMT 214 Radiobiology	2	0	0	2	2
NMT 215 Non-Imaging Instrumentation	1	3	0	2	2
NMT 218 Computers in Nuc Med	2	0	0	2	2
NMT 221 NMT Clinical Practice II	0	0	21	7	2
NMT 222 Proc for Nuclear Med II	2	0	0	2	2
NMT 222A Proc for Nuc Med II Lab	0	3	0	1	1
NMT 289 Nuc Med Tech Topics	2	3	0	3	3
PET 110 Intriduction to PET	2	0	0	2	2
PET 235 Cross-Sectional Anatomy	3	0	0	3	3
Biology Elective*					5
<b>Total</b>					<b>52</b>
<b>General Education Courses</b>					
ENG 111 Writing and Inquiry	3	0	0	3	3
ENG 112 Writing/Research in the disc	3	0	0	3	3
MAT 121 Algebra/Trigonometry I	2	2	0	3	3
PSY 150 General Psychology	3	0	0	3	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>15</b>
<b>Other Required Course</b>					
ACA 111 College Student Success	1	0	0	1	1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>68</b>

### \*Recommended Elective & General Education Options:

#### Biology Elective:

BIO 168 and BIO 169, or BIO 163

#### Humanities/Fine Arts:

HUM 115 or PHI 240

Students making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Nuclear Medicine Technology > Curriculum).

The Nuclear Medicine Technology program has established a collaborative agreement with Nash Community College. This agreement allows students to take general education courses at Nash Community College and the remaining courses at Pitt Community College if accepted to the program. Pitt Community College will award the Nuclear Medicine Technology degree.

*This program has the following diploma option:*

### Nuclear Medicine Technology Diploma (D4546001)

Major Courses	Class	Lab	Clinic/		Credit Hours
			WkExp	Hours	
NMT 110 Intro to Nuclear Medicine	2	0	0	2	2
NMT 126 Nuclear Physics	2	0	0	2	2
NMT 132 Overview-Clinical Nuc Med	2	0	6	4	2
NMT 134 Nuclear Pharmacy	2	0	0	2	2
NMT 136 Health Physics	2	0	0	2	2
NMT 211 NMT Clinical Practice I	0	0	21	7	2
NMT 212 Proc for Nuclear Med I	2	0	0	2	2
NMT 212A Proc for Nuc Med I Lab	0	3	0	1	1
NMT 214 Radiobiology	2	0	0	2	2
NMT 215 Non-Imaging Instrumentation	1	3	0	2	2
NMT 221 NMT Clinical Practice II	0	0	21	7	2
NMT 222 Proc for Nuclear Med II	2	0	0	2	2
NMT 222A Proc for Nuc Med II Lab	0	3	0	1	1
NMT 289 Nuc Med Tech Topics	2	3	0	3	3
PET 235 Cross-Sectional Anatomy	3	0	0	3	3
<b>Total</b>					<b>42</b>
<b>General Education Courses</b>					
ENG 111 Writing and Inquiry	3	0	0	3	3
MAT 121 Algebra/Trigonometry I	2	2	0	3	3
<b>Total</b>					<b>6</b>
<b>Total Credits for Diploma</b>					<b>48</b>

## Nurse Aide Pathway (D45970H1)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

### Course and Hour Requirements

<i>Required Courses</i>		Clinic/			Credit
		Class	Lab	WkExp	Hours
ACA 111	College Student Success	1	0	0	1
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Intro to Chemistry Lab	0	3	0	1
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
HSC 110	Orientation to Health Careers	1	0	0	1
HUM 115	Critical Thinking	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
MED 120	Survey of Med Terminology	2	0	0	2
MED 180	CPR Certification	0	2	0	1
NAS 101	Nurse Aide I	3	4	3	6
NAS 102	Nurse Aide II	3	2	6	6
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
<b>Total Credits for Pathway</b>					<b>47</b>

*Career and College Promise pathways are only available for high school students.*

## Occupational Therapy Assistant (A45500)

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

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

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

### Course and Hour Requirements

Major Courses	Class	Lab	Clinic/		Credit Hours
			WkExp	Hours	
BIO 168 Anatomy and Physiology I	3	3	0	0	4
MED 120 Survey of Med Terminology	2	0	0	0	2
OTA 110 Fundamentals of OT	2	3	0	0	3
OTA 120 OT Media I	1	3	0	0	2
OTA 130 Assessment Skills	2	3	0	0	3
OTA 140 Professional Skills I	0	3	0	0	1
OTA 150 Peds Concepts & Interventions	2	3	0	0	3
OTA 161 Fieldwork I-Placement 1	0	0	3	1	1
OTA 162 Fieldwork I-Placement 2	0	0	3	1	1
OTA 163 Fieldwork I-Placement 3	0	0	3	1	1
OTA 170 Physical Conditions	2	3	0	0	3
OTA 180 Psychosocial Conditions	2	3	0	0	3
OTA 220 OT Media II	1	6	0	0	3
OTA 240 Professional Skills II	0	3	0	0	1
OTA 245 Professional Skills III	0	3	0	0	1
OTA 250 Adult Concepts & Interventions	2	3	0	0	3
OTA 260 Level II Fieldwork Placement 1	0	0	18	6	6
OTA 261 Level II Fieldwork Placement 2	0	0	18	6	6
PSY 241 Developmental Psych	3	0	0	0	3
PSY 281 Abnormal Psychology	3	0	0	0	3
<b>Total</b>					<b>53</b>

### General Education Courses

BIO 169 Anatomy and Physiology II	3	3	0	0	4
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>16</b>

### Other Required Courses

ACA 111 College Student Success	1	0	0	0	1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 70**

### \*Recommended General Education Options:

Humanities/Fine Arts:  
HUM 115 or PHI 240

Students must complete Level II Fieldwork within 18 months following completion of academic preparation.

Students making satisfactory progress should complete this program in six semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pitcc.edu](http://www.pitcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Occupational Therapy Assistant > Curriculum).

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

ACOTE

c/o Accreditation Department

American Occupational Therapy Association (AOTA)

4720 Montgomery Lane, Suite 200

Bethesda, MD 20814-3449

Phone: 301-652-AOTA

Website: [www.acoteonline.org](http://www.acoteonline.org)



## Office Administration: General Office Administration (A25370G)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ACC 111	Financial Accounting	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 260	Business Communication	3	0	0	3
OST 122	Office Computations	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 153	Office Finance Solutions	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 181	Office Procedures	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 233	Office Publications Design	2	2	0	3
OST 236	Adv Word Processing	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
OST 286	Professional Development	3	0	0	3
OST 289	Office Admin Capstone	2	2	0	3
Major Elective*					2
<b>Total</b>					<b>54</b>

#### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
Communication*					3
Humanities/Fine Arts*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>

#### *Other Required Courses*

Other Requirement*					1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 70**

#### *\*Recommended Elective & General Education Options:*

##### Major Electives:

BUS 137, BUS 151, or WBL 112

##### Communication:

COM 120 or COM 231

##### Humanities/Fine Arts:

HUM 115 or HUM 120

##### Social/Behavioral Science:

ECO 251, PSY 150, SOC 210, or SOC 213

Other Requirement:  
ACA 111 or 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. Graduates of this program must demonstrate competence in math by completion of DMA 050 or an appropriate math placement test score.

*This program offers the following diploma:*

### Office Administration Diploma (D2537005)

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ACC 111	Financial Accounting	3	0	0	3
BUS 260	Business Communications	3	0	0	3
OST 122	Office Computations	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 181	Office Procedures	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 289	Office Admin Capstone	2	2	0	3
Major Elective**					3
<b>Total</b>					<b>38</b>

#### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
Communication**					3
<b>Total</b>					<b>6</b>

#### *Other Required Courses*

Other Requirement**					1
<b>Total</b>					<b>1</b>

**Total Credits for Diploma 45**

#### *\*\*Recommended Elective & General Education Options for Diploma:*

##### Major Electives:

OST 138, OST 153, OST 233, or OST 236

##### Communication:

COM 120 or COM 231

### Office Software Certificate (C2537005)

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 181	Office Procedures	2	2	0	3
Office Elective***					3
<b>Total Credits for Certificate</b>					<b>14</b>

#### *\*\*\*Recommended Elective Option for Certificate:*

##### Office Elective:

OST 138, OST 233, or OST 236

Contact the program coordinator or department chair for specific requirements.

Career and College Promise offers the following options:

**Office Administration Pathway (D25370H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 111	Financial Accounting	3	0	0	3
BUS 151	People Skills	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 140	Internet Comm/Research	1	2	0	2
OST 153	Office Finance Solutions	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 181	Office Procedures	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 233	Office Publications Design	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 289	Office Admin Capstone	2	2	0	3
<b>Total Credits for Pathway</b>					<b>46</b>

**Office Administration Pathway (C25370H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 184	Records Management	2	2	0	3
<b>Total Credits for Pathway</b>					<b>14</b>

Career and College Promise pathways are only available to high school students.

## Office Administration: Office Finance (A25370F)

Office Finance is a concentration under the Office Administration program. This concentration includes courses in financial accounting, office computations, and office finance solutions. Students will learn financial, administrative, and clerical services to prepare for positions in public and private business offices.

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Credit Hours</u>
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 140 Payroll Accounting	1	2	0	2
BUS 110 Introduction to Business	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
BUS 260 Business Communication	3	0	0	3
OST 122 Office Computations	2	2	0	3
OST 131 Keyboarding	1	2	0	2
OST 134 Text Entry & Formatting	2	2	0	3
OST 136 Word Processing	2	2	0	3
OST 137 Office Applications I	2	2	0	3
OST 138 Office Applications II	2	2	0	3
OST 153 Office Finance Solutions	2	2	0	3
OST 164 Office Editing	3	0	0	3
OST 181 Office Procedures	2	2	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 Admin Capstone	2	2	0	3
Major Elective*				2
<b>Total</b>				<b>54</b>

#### *General Education Courses*

ENG 111 Writing and Inquiry	3	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	3
Communication*				3
Humanities/Fine Arts*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

#### *Other Required Courses*

Other Requirement*				1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 70**

#### *\*Recommended Elective & General Education Options:*

##### Major Elective:

BUS 137, BUS 151, or WBL 112

##### Communication:

COM 120 or COM 231

##### Humanities/Fine Arts:

HUM 115 or HUM 120

##### Social/Behavioral Science:

ECO 251, PSY 150, SOC 210, or SOC 213

##### Other Requirement:

ACA 111 or 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. Graduates of this program must demonstrate competence in math by completion of DMA 050 or an appropriate math placement test score.

*This program offers the following certificate:*

### Office Finance Certificate (C2537006)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Credit Hours</u>
ACC 111 Financial Accounting	3	0	0	3
OST 131 Keyboarding	1	2	0	2
OST 137 Office Applications I	2	2	0	3
OST 138 Office Applications II	2	2	0	3
OST 153 Office Finance Solutions	2	2	0	3
<b>Total Credits for Certificate</b>				<b>14</b>

Contact the program coordinator or department chair for specific requirements.



## Office Administration: Legal Office (A25370L)

Legal Office is a concentration under the Office Administration program. This concentration includes courses in legal terminology, legal office procedures, and business law. Students will learn administrative and clerical services in a law-related field to prepare for positions in legal or government-related offices.

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 111	Financial Accounting	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 260	Business Communication	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 155	Legal Terminology	3	0	0	3
OST 156	Legal Office Procedures	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 181	Office Procedures	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 236	Adv Word Processing	2	2	0	3
OST 252	Legal Transcription I	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 289	Office Admin Capstone	2	2	0	3
Major Elective*					2
<b>Total</b>					<b>55</b>

<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
Communication*					3
Humanities/Fine Arts*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>

<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree** **71**

#### *\*Recommended Elective & General Education Options:*

Major Electives:  
BUS 137, BUS 151, or WBL 112

Communication:  
COM 120 or COM 231

Humanities/Fine Arts:  
HUM 115 or HUM 120

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

Other Requirements:  
ACA 111 or 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. Graduates of this program must demonstrate competence in math by completion of DMA 050 or an appropriate math placement test score.

### **Instructional Service Agreement with Gaston Community College:**

Pitt Community College is the degree granting institution. Students must take the following courses online from Gaston Community College: OST 155, OST 156, and OST 252.

*This program offers the following certificate:*

### **Legal Certificate (C2537007)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BUS 115	Business Law	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 155	Legal Terminology	3	0	0	3
OST 156	Legal Office Procedures	2	2	0	3
OST 252	Legal Transcription I	2	2	0	3
<b>Total Credits for Certificate</b>					<b>17</b>

Contact the program coordinator or department chair for specific requirements.

## Paralegal Technology (A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

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

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

### Course and Hour Requirements

Major Courses		Class	Lab	Clinic/		Credit
				WkExp	Hours	
ACC 111	Financial Accounting	3	0	0	3	
CIS 110	Introduction to Computers	2	2	0	3	
LEX 110	Intro to Paralegal Study	2	0	0	2	
LEX 120	Legal Research/Writing I	2	2	0	3	
LEX 121	Legal Research/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 I	2	2	0	3	
LEX 151	Commercial Law II	3	0	0	3	
LEX 160	Criminal Law & Procedure	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, & Trusts	2	2	0	3	
LEX 260	Bankruptcy and Collections	3	0	0	3	
LEX 280	Ethics & Professionalism	2	0	0	2	
SPA 111	Elementary Spanish I	3	0	0	3	
Major Elective*					2	
<b>Total</b>						<b>56</b>
<b>General Education Courses</b>						
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	
Communication*					3	
Math*					3	
Social/Behavioral Science*					3	
<b>Total</b>						<b>18</b>
<b>Other Required Courses</b>						
Other Requirements*					1	
<b>Total</b>						<b>1</b>
<b>Total Credits for AAS Degree</b>						<b>75</b>

#### \*Recommended Elective & General Education Options:

##### Major Electives:

OST 131, OST 136, OST 284, WBL 112, WBL 111 and WBL 115, WBL 111 and WBL 121

##### Communication:

COM 120 or COM 231

##### Math:

MAT 110, MAT 143, or MAT 171

##### Social/Behavioral Science:

POL 120 or SOC 210

##### Other Requirements:

ACA 111 or 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.

This program is approved by the American Bar Association and the North Carolina State Bar.

*This program offers the following diploma option:*

### Paralegal Technology Diploma (D2538001)

Major Courses		Class	Lab	WkExp	Hour	Clinic/	Cred
						WkExp	Hour
LEX 110	Intro to Paralegal Study	2	0	0	2		
LEX 120	Legal Research/Writing I	2	2	0	3		
LEX 121	Legal Research/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 I	2	2	0	3		
LEX 280	Ethics & Professionalism	2	0	0	2		
Required Electives**					12		
<b>Total</b>							<b>34</b>

#### General Education Courses

Communication**	3
General Education Requirements**	3
<b>Total</b>	<b>6</b>

**Total Credits for Diploma 40**

#### \*\*Recommended Elective & General Education Options for Diploma:

##### Required Electives:

ACC 111, CIS 110, LEX 151, LEX 160, LEX 170, LEX 210, LEX 211, LEX 240, LEX 250, LEX 260, WBL 111, WBL 112

##### Communication:

ENG 111, ENG 112, or COM 231

##### General Education Requirements:

HUM 115, MAT 110, MAT 143, MAT 171, POL 120, or SOC 210

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 program director or department chair for specific requirements.

## Phlebotomy Pathway (D45950H1)

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

### Course and Hour Requirements

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 111	College Student Success	1	0	0	1
BIO 163	Basic Anat & Physiology	4	2	0	5
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
HSC 110	Orientation to Health Careers	1	0	0	1
HUM 115	Critical Thinking	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
MED 118	Medical Law and 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
PBT 100	Phlebotomy Technology	5	2	0	6
PBT 101	Phlebotomy Practicum	0	0	9	3
PHY 110	Conceptual Physics	3	0	0	3
PSY 150	General Psychology	3	0	0	3
<b>Total Credits for Pathway</b>					<b>46</b>

*Career and College Promise pathways are only available to high school students.*



## 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.

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 (CoASPSG).

CAAHEP  
254000 US Highway 19 N.  
Suite 158  
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.

### Course and Hour Requirements

		Clinic/ Credit			
		Class	Lab	WkExp	Hours
<b>Major Courses</b>					
CIS 111	Basic PC Literacy	1	2	0	2
MED 118	Medical Law and Ethics	2	0	0	2
MED 120	Survey of Med Terminology	2	0	0	2
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 113	PSG Instrumentation	2	2	0	3
PSG 114	PSG Clinical Education I	0	0	9	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	Case Studies/Exam Review	0	3	0	1
PSG 214	PSG Clinical Apps I	0	2	0	1
PSG 215	PSG Clinical Apps II	0	2	0	1
Required Biology*					5
<b>Total</b>					<b>49</b>
<b>General Education Courses</b>					
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 110	Math Measurement & Literacy	2	2	0	3
<b>Total</b>					<b>15</b>
<b>Other Required Course</b>					
ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>65</b>

#### \*Recommended Elective Options:

##### Required Biology:

BIO 163 or BIO 168 and BIO 169

Students making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those complete for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Polysomnography > Curriculum).

## Polysomnography Bridge (A45670B)

The Polysomnography Bridge Program is a degree completion track allowing currently registered, non-degree Registered Polysomnographic Technologist (RPSGT) to earn an Associate of Applied Science Degree in Polysomnography.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
CIS 111	Basic PC Literacy	1	2	0	2
MED 118	Medical Law and Ethics	2	0	0	2
MED 120	Survey of Med Terminology	2	0	0	2
PSG 113	PSG Instrumentation	2	2	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
Articulated Credit <sup>v</sup>					17
Required Biology*					5
<b>Total</b>					<b>49</b>

### General Education Requirements

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
MAT 110	Math Measurement & Literacy	2	2	0	3
PSY 150	General Psychology	3	0	0	3
<b>Total</b>					<b>15</b>

**Total Credits for Degree** **64**

<sup>v</sup>*Articulated Credit Courses: Individuals with a current RPSGT Certification may receive articulated credit for PSG 110, PSG 111, PSG 112, PSG 114, PSG 213, PSG 214, and PSG 215. Credential cannot be expired in order to receive articulated credit and must remain current while enrolled in the program.*

### \*Recommended Elective & General Education Options:

#### Required Biology:

BIG 163 or BIO 168 and BIO 169

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Polysomnography > Curriculum).

The Polysomnography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Committee on Accreditation for Polysomnography Education (CoAPSG).

CAAHEP  
25400 US Highway 19 N.  
Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2350  
Fax: 727-210-2354  
Email: [mail@caahep.org](mailto:mail@caahep.org)

CoAPSG  
1711 Frank Avenue  
New Bern, NC 28560  
Phone: 252-626-3238  
Email: [office@coapsg.org](mailto:office@coapsg.org)

The medical director for this program is John Fogarty, M.D.

## Polysomnography Certificate (C45650)

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

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

Graduates of accredited programs may be eligible to take the registry examination given by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

### Course and Hour Requirements

<i>Program Courses</i>				Clinic/	Credit
		Class	Lab	WkExp	Hours
PSG 189	PSG 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
<b>Total Credits for Certificate</b>					<b>18</b>

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Polysomnography > Curriculum).

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 (CoASPSG).

CAAHEP  
25400 U.S. Highway 19 N.  
Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2350  
Fax: 727-210-2354  
Email: [mail@caahep.org](mailto:mail@caahep.org)

CoASPSG  
1711 Frank Avenue  
New Bern, NC 28560  
Phone: 252-626-3238  
Email: [office@coapsg.org](mailto:office@coapsg.org)

The medical director for this program is John Fogarty, M.D.



## Positron Emission Tomography Diploma (D45820)

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

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

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

### Course and Hour Requirements

<i>Major Courses</i>		Clinic/ Credit			
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
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
<b>Total</b>					<b>37</b>

<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
MAT 121	Algebra/Trigonometry	2	2	0	3
<b>Total</b>					<b>6</b>

**Total Credits for Diploma** **43**

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > PET Diploma > Curriculum).

*This program offers the following certificate option:*

### PET Certificate\* (C4582001)

<i>Program Courses</i>		Clinic/ Credit			
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hour</u>
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 218	PET Protection	3	0	0	3
PET 225	PET Instrumentation	2	2	0	3
<b>Total Credits for Certificate</b>					<b>15</b>

\*This certificate does not include a clinical component.

# Radiation Therapy Technology Diploma (D45680)

The Radiation Therapy Technology curriculum 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

<i>Major Courses</i>		Class	Lab	Clinic/		Credit
				WkExp	Hours	
RTT 121	Special Imaging	2	0	0	2	2
RTT 210	Radiobiology	2	0	0	2	2
RTT 220	Rad Therapy Orientation	2	0	0	2	2
RTT 221	Clinical Oncology I	3	0	0	3	3
RTT 222	Clinical Oncology II	3	0	0	3	3
RTT 232	Rad Therapy Procedures	2	0	0	2	2
RTT 233	Rad Therapy Physics	2	0	0	2	2
RTT 234	Clinical Dosimetry	1	3	0	2	2
RTT 240	RTT Clinical Ed III	0	0	18	6	6
RTT 241	RTT Clinical Ed IV	0	0	21	7	7
RTT 246	RTT Clinical Ed V	0	0	18	6	6
<b>Total</b>						<b>37</b>
<i>General Education Courses</i>						
ENG 111	Writing and Inquiry	3	0	0	3	3
ENG 112	Writing/Research in the Disc	3	0	0	3	3
MAT 121	Algebra/Trigonometry I	2	2	0	3	3
<b>Total</b>						<b>9</b>
<b>Total Credits for Diploma</b>						<b>46</b>

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Radiation Therapy Diploma > Curriculum).

This Radiation Therapy Technology diploma program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

JRCERT  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: 312-704-5300  
Email: [mail@jrcert.org](mailto: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 healthcare professional who uses radiation to produce images of the human body.

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

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies and industry.

### Course and Hour Requirements

Major Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
RAD 110 Rad Intro & Patient Care	2	3	0	3
RAD 111 RAD Procedures I	3	3	0	4
RAD 112 RAD Procedures II	3	3	0	4
RAD 113 RAD Lab Elective	0	3	0	1
RAD 121 Image Production I	2	3	0	3
RAD 122 Image Production II	1	3	0	2
RAD 141 Radiation Safety	2	0	0	2
RAD 151 RAD Clinical Ed I	0	0	6	2
RAD 161 RAD Clinical Ed II	0	0	15	5
RAD 171 RAD Clinical Ed III	0	0	9	3
RAD 181 RAD Clinical Elective	0	0	3	1
RAD 211 RAD Procedures III	2	3	0	3
RAD 231 Image Production III	1	3	0	2
RAD 251 RAD Clinical Ed IV	0	0	21	7
RAD 261 RAD Clinical Ed V	0	0	21	7
RAD 271 Radiography Capstone	2	3	0	3
<b>Total</b>				<b>52</b>
<b>General Education Courses</b>				
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*				3
Natural Sciences*				5
<b>Total</b>				<b>20</b>
<b>Other Required Courses</b>				
ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>73</b>

#### \*Recommended Elective & General Education Options:

##### Humanities/Fine Arts:

HUM 115 or PHI 240

##### Natural Sciences:

BIO 163 or BIO 168 and BIO 169

Student making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This program has special admission requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Radiography > Curriculum).

This Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

#### JRCERT

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: 312-704-5300

Email: [mail@jrcert.org](mailto: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 of practice. The curriculum emphasizes the use of recreation as treatment designed to (re)habilitate a client's level of functioning and independence.

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

Graduates should qualify for a LRTA license from the North Carolina Board for Recreation Therapy Licensure. Employment opportunities include group homes, retirement facilities, agencies serving people with developmental disabilities, psychiatric or mental health agencies, and other rehabilitation facilities.

### Course and Hour Requirements

Major Courses		Class	Lab	Clinic/ WkExp	Credit Hours
CIS 110	Introduction to Computers	2	2	0	3
MED 120	Survey of Med Terminology	2	0	0	2
PSY 241	Developmental Psych	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
TRE 110	Intro to Recreational Therapy	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	Recreational Therapy 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	Rec Therapy Programming	3	0	0	3
TRE 211	Recreational Therapy Prof	3	0	0	3
TRE 270	Intellectual Dev Dis Lab	0	2	0	1
TRE 271	Rec Therapy Geriatrics Lab	0	2	0	1
TRE 282	Rec Ther Internship III Superv	1	0	0	1
TRE 288	Rec Ther Internship III	0	0	24	8
Required Electives*					6
<b>Total</b>					<b>49</b>

### General Education Courses

BIO 163	Basic Anat & Physiology	4	2	0	5
ENG 111	Writing and Inquiry	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Communication*					3
<b>Total</b>					<b>17</b>

### Other Required Courses

Other Requirement*					1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 67**

### \*Recommended Elective & General Education Options:

#### Required Electives:

BIO 110, GRO 120, HEA 110, HSE 110, HSE 112, HSE 115, HSE 125, HSE 225, SAB 110, SAB 135, SOC 210, TRE 111, TRE 122

#### Communication:

COM 231 or ENG 112

#### Other Requirements:

ACA 111 or 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.

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Recreational Therapy Assistant Pathway (C45150H1)

Required Courses		Class	Lab	Clinic/ WkExp	Credit Hours
HEA 110	Personal Health/Wellness	3	0	0	3
HSE 225	Crisis Intervention	3	0	0	3
TRE 110	Intro to Recreational Therapy	3	0	0	3
TRE 112	Inclusive Programming	3	0	0	3
TRE 210	Rec Therapy Programming	3	0	0	3
TRE 211	Recreational Therapy Prof	3	0	0	3
<b>Total Credits for Pathway</b>					<b>18</b>

*Career and College Promise pathways are only available to high school students.*

## Respiratory Therapy (A45720)

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists through demonstrated competence in the cognitive, psychomotor, and affective learning domains of respiratory care practice. Graduates perform diagnostic and therapeutic procedures with exposure to current and emerging practice settings.

The curriculum prepares graduates to operate within inter-professional teams and effectively communicate with clients/patients of various ages, ethnicities, and cultures. Application of problem solving strategies, applying ethical decision making, and understanding professional responsibilities are emphasized.

Graduates are eligible to complete the credentialing process through the National Board for Respiratory Care, which will qualify them for a license to practice in a variety of healthcare settings with responsibilities for assessment, treatment, management and education of patients with cardiopulmonary diseases.

### Natural Sciences:

BIO 163 or BIO 168 and BIO 169

Students making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Respiratory Therapy > Curriculum).

This Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

### CoARC

1248 Harwood Road  
Bedford, TX 76021  
Phone: 817-283-2835  
Fax: 817-354-8519  
Email: [tom@coarc.com](mailto:tom@coarc.com)

The medical director for this program is Robert Shaw, M.D.

### Course and Hour Requirements

Major Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
RCP 110 Intro to Respiratory Care	3	3	0	4
RCP 111 Therapeutics/Diagnostics	4	3	0	5
RCP 112 Patient Management	3	3	0	4
RCP 113 RCP Pharmacology	2	0	0	2
RCP 114 C-P Anatomy & Physiology	3	0	0	3
RCP 115 C-P Pathophysiology	2	0	0	2
RCP 122 Special Practice Lab	0	2	0	1
RCP 123 Special Practice Lab	0	3	0	1
RCP 132 RCP Clinical Practice I	0	0	6	2
RCP 143 RCP Clinical Practice II	0	0	9	3
RCP 153 RCP Clinical Practice III	0	0	9	3
RCP 210 Critical Care Concepts	3	3	0	4
RCP 211 Adv Monitoring/Procedures	3	3	0	4
RCP 214 Neonatal/Peds RC	1	3	0	2
RCP 215 Career Preparation	0	3	0	1
RCP 235 RCP Clinical Practice IV	0	0	15	5
RCP 246 RCP Clinical Practice V	0	0	18	6
<b>Total</b>				<b>52</b>

### 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*				3
Natural Sciences*				5
<b>Total</b>				<b>20</b>

### Other Required Courses

ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 73**

### \*Recommended Elective & General Education Options:

Humanities/Fine Arts:  
HUM 115 or PHI 240

# Simulation and Game Development (A25450)

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

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

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

### Course and Hour Requirements

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
CSC 118 Swift Programming I	2	3	0	3
CSC 218 Swift Programming II	2	3	0	3
CTS 288 Professional Practices in IT	2	2	0	3
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 159 SGD Production Management	3	0	0	3
SGD 162 SG 3D Animation	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
Electives*				3
<b>Total</b>				<b>54</b>

#### *General Education Courses*

ENG 111 Writing and Inquiry	3	0	0	3
COM 231 Public Speaking	3	0	0	3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>

#### *Other Required Courses*

ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>

### **Total Credits for AAS Degree**

**70**

#### *\*Recommended Elective & General Education Options:*

##### Electives:

SGD 244 or SGD 285

##### Humanities/Fine Arts:

ART 111, ART 171, ENG 125, HUM 130, MUS 110, or PHI 240

##### Social/Behavioral Science:

ECO 251, ECO 252, POL 120, PSY 150, or SOC 210

##### Math:

MAT 121 or MAT 171

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time

may be needed to achieve minimum requirements in English, math or science.

*This program offers the following certificate options:*

#### **Art Certificate (C2545001)**

<i>Program Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
SGD 114 3D Modeling	2	3	0	3
SGD 116 Graphic Design Tools	2	2	0	3
SGD 162 SG 3D Animation	2	3	0	3
SGD 214 3D Modeling II	2	3	0	3
SGD 244 3D Modeling III	2	3	0	3
<b>Total Credits for Certificate</b>				<b>15</b>

#### **Programming Certificate (C2545002)**

<i>Program Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
CSC 118 Swift Programming I	2	3	0	3
CSC 218 Swift Programming II	2	3	0	3
SGD 113 SGD Programming	2	3	0	3
SGD 213 SGD Programming II	2	3	0	3
SGD 285 SG Software Engineering	2	3	0	3
<b>Total Credits for Certificate</b>				<b>15</b>

*Career and College Promise offers the following pathways:*

#### **Simulation and Game Development (C25450H1)**

<i>Required Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
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
<b>Total Credits for Pathway</b>				<b>15</b>

#### **Simulation and Game Development (SGD Art) (C25450H2)**

<i>Required Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
SGD 114 3D Modeling	2	3	0	3
SGD 116 Graphic Design Tools	2	2	0	3
SGD 162 SG 3D Animation	2	3	0	3
SGD 214 3D Modeling II	2	3	0	3
SGD 244 3D Modeling III	2	3	0	3
<b>Total Credits for Pathway</b>				<b>15</b>

#### **Simulation and Game Development (SGD Programming) (C25450H3)**

<i>Required Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
CSC 118 Swift Programming I	2	3	0	3
CSC 218 Swift Programming II	2	3	0	3
SGD 113 SGD Programming	2	3	0	3
SGD 213 SGD Programming II	2	3	0	3
SGD 285 SG Software Engineering	2	3	0	3
<b>Total Credits for Pathway</b>				<b>15</b>

*Career and College Promise pathways are only available to high school students.*



## Therapeutic Massage (A45750)

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

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

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

### Course and Hour Requirements

Major Courses		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 271	Pathophysiology	3	0	0	3
MED 120	Survey of Med Terminology	2	0	0	2
MED 180 <sup>+</sup>	CPR Certification	0	2	0	1
MTH 110	Fundamentals of Massage	6	9	3	10
MTH 120	Ther Massage Applications	6	9	3	10
MTH 121	Clinical Supplement I	0	0	3	1
MTH 125	Ethics of Massage	2	0	0	2
MTH 130	Therapeutic Massage Mgmt	2	0	0	2
MTH 210	Adv Skills of Massage	4	9	3	8
MTH 220	Outcome-Based Massage	4	6	3	7
PED 110	Fit and Well for Life	1	2	0	2
Major Requirement*					3
<b>Total</b>					<b>51</b>
General Education Courses		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 163	Basic Anat & 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*					3
<b>Total</b>					<b>17</b>
Other Required Courses		Class	Lab	Clinic/ WkExp	Credit Hours
ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>69</b>

\*Articulated credit for MED 180 CPR Certification may be awarded to students who holds an active BLS CPR Certification for the American Heart Association at the time of enrollment in the program.

### \*\*Recommended Electives & General Education Options:

#### Major Requirements:

PSY 118 or PSY 150

#### Humanities/Fine Arts:

HUM 115, HUM 120, or PHI 240

#### Alternate Option Course:

MTH 221<sup>^</sup> Clinical Supplement II      0    0    6    2

<sup>^</sup>MTH 221 is not a required course, but available to associate's degree students who want experience in the healthcare setting. To enroll, student must complete an application process with the program director by November 1<sup>st</sup>.

Students making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Academics > Programs > Health Sciences > Therapeutic Massage > Curriculum).

*This program offers the following diploma option:*

### Therapeutic Massage Diploma (D4575001)

Major Courses		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 271	Pathophysiology	3	0	0	3
MED 120	Survey of Med Terminology	2	0	0	2
MED 180 <sup>+</sup>	CPR Certification	0	2	0	1
MTH 110	Fundamentals of Massage	6	9	3	10
MTH 120	Ther Massage Applications	6	9	3	10
MTH 121	Clinical Supplement I	0	0	3	1
MTH 125	Ethics of Massage	2	0	0	2
MTH 130	Therapeutic Massage Mgmt	2	0	0	2
Psychology Elective**					3
<b>Total</b>					<b>30</b>
General Education Courses		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 163	Basic Anat & Physiology	4	2	0	5
ENG 111	Writing and Inquiry	3	0	0	3
<b>Total</b>					<b>8</b>
Other Required Courses		Class	Lab	Clinic/ WkExp	Credit Hours
ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>
<b>Total Credits for Diploma</b>					<b>43</b>

\*Articulated credit for MED 180 CPR Certification may be awarded to students who hold an active BLS CPR Certification for the American Heart Association at the time of enrollment in the program.

### \*\*Recommended Elective Option for Diploma:

#### Psychology Elective:

PSY 118 or PSY 150

## Therapeutic Massage Bridge (A45750B)

The Therapeutic Massage – Bridge Program is a degree completion track allowing currently licensed, non-degree massage therapists to earn an Associates of Applied Science Degree in Therapeutic Massage.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittec.edu](http://www.pittec.edu) to review the requirements (click on Academics > Programs > Health Sciences > Therapeutic Massage > Curriculum).

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
BIO 271	Pathophysiology	3	0	0	3
MED 180 <sup>+</sup>	CPR Certification	0	2	0	1
MTH 180	Massage Bridging Course	2	3	0	3
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
Major Requirement*					3
Articulated Credit Courses <sup>∇</sup>					24
<b>Total</b>					<b>51</b>

#### General Education Courses

BIO 163	Basic Anat & 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*					3
<b>Total</b>					<b>17</b>

#### Other Required Courses

ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 69**

\*Articulated credit for MED 180 CPR Certification may be awarded to students who hold an active BLS CPR Certification for the American Heart Association at the time of enrollment in the program.

<sup>∇</sup>Articulated Credit Courses: Individuals with a current massage therapy license and in good standing with NC Board of Massage and Bodywork Therapy may receive articulated credit for MTH 110, MTH 120, MTH 125 and MTH 130. License cannot be expired in order to receive articulated credit and must remain current while enrolled in the program.

#### \*Recommended Electives & General Education Options:

Major Requirement:

PSY 118 or PSY 150

Transfer Courses:

MTH 110, MTH 120, MTH 125, and MTH 130

Humanities/Fine Arts:

HUM 115, HUM 120, or PHI 240

#### Alternate Option Course:

MTH 221+	Clinical Supplement II	0	0	6	2
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+MTH 221 is not a required course, but available to associate's degree students who want experience in the healthcare setting. To enroll, student must complete an application process with the program director by November 1st.

Students making satisfactory progress should complete this program in five semesters. Additional time may be needed to complete general education requirements.

## Welding Technology (A50420)

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

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

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

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BPR 111	Print Reading	1	2	0	2
BPR 121	Blueprint Reading-Mech	1	2	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4
Computer Elective*					2
Electives*					20
MEC Elective*					2
Safety Elective*					2
<b>Total</b>					<b>52</b>

<i>General Education Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Science*					3
<b>Total</b>					<b>15</b>

<i>Other Required Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
Other Requirement*					1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 68**

### \*Recommended Electives & General Education Options:

<i>Computer Electives:</i>	
CIS 110 or CIS 111	
<i>MEC Electives:</i>	
MEC 142, MEC 172, or MEC 180	
<i>Other Major Electives:</i>	
WBL 111, WBL 112, WBL 122, WLD 116, WLD 122, WLD 132, WLD 215, WLD 221, WLD 231, WLD 262, WLD 265	

*Safety Elective:*  
ISC 112 or ISC 121

*Communication:*  
COM 120, COM 231, or ENG 112

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

*Math:*  
MAT 110 or MAT 121

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

*Other Requirements:*  
ACA 111 or 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.

*This program offers the following diploma and certificate options:*

### Basic Welding Diploma (D5042001)

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BPR 111	Print Reading	1	2	0	2
BPR 121	Blueprint Reading-Mech	1	2	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
Electives**					7
Welding Electives**					4
<b>Total</b>					<b>33</b>

<i>General Education Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
<b>Total</b>					<b>6</b>

<i>Other Required Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
Other Requirement**					1
<b>Total</b>					<b>1</b>

**Total Credits for Diploma 40**

### \*\*Recommended Elective & General Education Options for Diploma:

*Electives:*  
WBL 111, WBL 112, WBL 122, WLD 116, WLD 122

*Welding Electives:*  
WLD 151, WLD 212, WLD 221

*Other Requirements:*  
ACA 111 or ACA 122

### Basic Welding Certificate (C5042001)

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
<b>Total Credits for Certificate</b>					<b>15</b>

### Bio-Welding and Repair Certificate (C5042007)

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 212	Inert Gas Welding	1	3	0	2
WLD 231	GTAW (TIG) Pipe	1	6	0	3
<b>Total Credits for Certificate</b>					<b>12</b>



**GMAW (MIG) Certificate (C5042003)**

		Clinic/			Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 221	GMAW (MIG) Pipe	1	6	0	3
WLD 262	Inspection & Testing	2	2	0	3
<b>Total Credits for Certificate</b>					<b>13</b>

**GTAW (TIG) Certificate (C5042004)**

		Clinic/			Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 231	GTAW (TIG) Pipe	1	6	0	3
WLD 262	Inspection & Testing	2	2	0	3
<b>Total Credits for Certificate</b>					<b>13</b>

**Intermediate Welding Certificate (C5042008)**

		Clinic/			Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

**SMAW (Stick) Certificate (C5042002)**

		Clinic/			Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 215	SMAW (Stick) Pipe	1	9	0	4
<b>Total Credits for Certificate</b>					<b>13</b>

**Welding BPR/Testing Certificate (C5042006)**

		Clinic/			Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
BPR 111	Print Reading	1	2	0	2
BPR 121	Blueprint Reading-Mech	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
WLD 141	Symbols & Specifications	2	2	0	3
WLD 262	Inspection & Testing	2	2	0	3
<b>Total Credits for Certificate</b>					<b>13</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

**Welding Technology Pathway (D50420H1)**

		Clinic/			Credit
<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
BPR 111	Print Reading	1	2	0	2
BPR 121	Blueprint Reading-Mech	1	2	0	2
COM 120	Intro Interpersonal Com	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 141	Symbols & Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4
WLD 215	SMAW (Stick) Pipe	1	9	0	4
<b>Total Credits for Pathway</b>					<b>46</b>

**Welding Technology Pathway (C50420H1)**

		Clinic/			Credit
<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
<b>Total Credits for Pathway</b>					<b>18</b>

**Welding Technology Pathway (C50420H2)**

		Clinic/			Credit
<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
WLD 110	Cutting Processes	1	3	0	2
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4
<b>Total Credits for Pathway</b>					<b>17</b>

*Career and College Promise pathways are only available to high school students.*

## Associate's Degree Programs

The Associate in Arts (AA), Associate in Engineering (AE), and Associate in Science (AS) degree programs are designed for the student who aspires to transfer to a four year college or university. The completion of the AA, AE, or AS degree fulfills the lower division general education requirements for the freshman and sophomore years of college and allows the student to transfer with junior status to the receiving four year institution. Students who follow a UNC Baccalaureate Degree Plan which identifies a clear pathway into a major, will continue into that major once at the UNC school.

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

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

*NOTE: Some majors may require additional courses beyond the general education and pre-major pathway courses. Competitive majors may have additional courses and requirements students must still meet. Student must meet the receiving institutions foreign language and/or health and physical education requirements.*

## Academic Advising

Advising is one of the most critical components for student success at Pitt Community College. In order to ensure students follow their intended degree curriculum appropriately and in a timely manner, and regular contact with academic advisor is crucial. Students learn how to create their Student Educational Plan (SEP) in **ACA 122** College Transfer Success course taken within the first 12 credit hours at PCC.

## Program Listing

<b>A10100</b>	<b>Associate in Arts</b>
A10100X	Associate in Arts - Weekend
P1012C	College Transfer Pathway
<hr/>	
<b>A10500</b>	<b>Associate in Engineering</b>
P1052C	College Transfer Pathway
<hr/>	
<b>A10400</b>	<b>Associate in Science</b>
P1042C	College Transfer Pathway

## UNC Schools

Appalachian State University  
 East Carolina University  
 Elizabeth City State University  
 Fayetteville State University  
 North Carolina A&T State University  
 North Carolina Central University  
 North Carolina State University  
 UNC Asheville  
 UNC Chapel Hill  
 UNC Charlotte  
 UNC Greensboro  
 UNC Pembroke  
 UNC Wilmington  
 UNC School of the Arts  
 Western Carolina University  
 Winston-Salem State University

# Associate in Arts (A10100)

## Course and Hour Requirements

<i>General Education Courses</i>	Class	Lab	WkExp	Clinic/ Hours	Credit
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	0	3
Humanities/Fine Arts/Comm*					9
Math*					3
Natural Sciences*					4
Social/Behavioral Science*					9
Local GenEd*					14
<b>Total</b>					<b>45</b>

### Other Required Courses

ACA 122 College Transfer Success	0	2	0	0	1
CAA Plan*					14
<b>Total</b>					<b>15</b>

**Total Credits for AA Degree 60**

### \*Recommended Courses:

#### Humanities/Fine Arts/Comm (Minimum Two Subjects):

ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215 PHI 240

#### Math:

MAT 143, MAT 152, or MAT 171

#### Natural Sciences (Take One):

AST 111 and AST 111A, AST 151 and AST 151A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A

#### Social/Behavioral Sciences (Minimum Two Subject):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

#### Local GenEd (Minimum Three Subjects):

ASL 111, ASL 112, AST 151, AST 151A, AST 152, AST 152A, BIO 140, BIO 140A, CHM 131, CHM 131A, CIS 110, COM 110, COM 120, COM 140, DRA 111, DRA 112, ENG 261, ENG 262, FRE 111, FRE 112, GEL 113, GEL 230, HUM 115, HUM 120, HUM 130, HUM 160, MAT 172, MAT 263, MAT 271, MUS 113, MUS 210, PSY 241, REL 110, SOC 213, SPA 111, SPA 112

#### CAA Plan:

ACC 120, ACC 121, ART 131, ART 132, ART 135, ART 240, ART 241, ART 245, ART 246 ART 247, ART 248, ART 260, ART 261, ART 262, ART 264, ART 265, ART 275, ART 281, ART 282, ASL 181, ASL 182, ASL 211, ASL 281, BIO 155, BIO 163, BIO 168, BIO 169, BIO 271, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, CHM 132, CHM 151, CJC 111, CJC 121, CJC 141, CSC 134, CSC 151, DRA 130, DRA 131, DRA 135, DRA 136, EDU 144, EDU 145, EDU 216, EDU 221, ENG 125, ENG 126, ENG 131, ENG 273, FRE 211, FRE 212, HEA 110, HIS 121, HIS 122, HIS 221, HUM 110, HUM 120, HUM 140, HUM 180, MUS 111, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 151, MUS 152, MUS 231, MUS 232, MUS 233, MUS 234, MUS 237, MUS 238, PED 110, PED 111, PED 117, PED 118, PED 150, PED 151, PHI 215, PHS 130, PSY 281, REL 211, REL 212, SOC 220, SPA 181, SPA 182, SPA 211, SPA 212

*This program offers the following Evening and Weekend option:*

## Associate in Arts Degree (A10100X)

<i>Program Courses</i>	Class	Lab	WkExp	Clinic/ Hours	Credit
ACA 122 College Transfer Success	0	2	0	0	1
ART 111 Art Appreciation	3	0	0	0	3
CIS 110 Introduction to Computers	2	2	0	0	3
COM 140 Intro Intercultural Com	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
ECO 251 Prin of Microeconomics	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	0	3
MUS 110 Music Appreciation	3	0	0	0	3
PHY 110 Conceptual Physics	3	0	0	0	3
PHY 110A Conceptual Physics Lab	0	2	0	0	1
POL 120 American Government	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
SOC 213 Sociology of the Family	3	0	0	0	3
SPA 111 Elementary Spanish I	3	0	0	0	3
SPA 112 Elementary Spanish II	3	0	0	0	3
CAA Plan**					14
Math**					4
<b>Total Credits for AA Degree</b>					<b>62</b>

### \*\*Recommended Courses Options for Weekend Degree:

#### CAA Plan:

ACC 120, ACC 121, ART 131, ART 132, ART 135, ART 240, ART 241, ART 245, ART 246 ART 247, ART 248, ART 260, ART 261, ART 262, ART 264, ART 265, ART 275, ART 281, ART 282, ASL 181, ASL 182, ASL 211, ASL 281, BIO 155, BIO 163, BIO 168, BIO 169, BIO 271, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, CHM 132, CHM 151, CJC 111, CJC 121, CJC 141, CSC 134, CSC 151, DRA 130, DRA 131, DRA 135, DRA 136, EDU 144, EDU 145, EDU 216, EDU 221, ENG 125, ENG 126, ENG 131, ENG 273, FRE 211, FRE 212, HEA 110, HIS 121, HIS 122, HIS 221, HUM 110, HUM 120, HUM 140, HUM 180, MUS 111, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 151, MUS 152, MUS 231, MUS 232, MUS 233, MUS 234, MUS 237, MUS 238, PED 110, PED 111, PED 117, PED 118, PED 150, PED 151, PHI 215, PHS 130, PSY 281, REL 211, REL 212, SOC 220, SPA 181, SPA 182, SPA 211, SPA 212

#### Math:

MAT 152 or MAT 171



Career and College Promise offers the following transfer pathway:

**College Transfer Pathway (P1012C)**

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 122 College Transfer Success	0	2	0	1
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
Humanities/Fine Arts/Comm***				9
Math***				3
Natural Sciences***				4
Social/Behavioral Science***				9
<b>Total Credits for Pathway</b>				<b>32</b>

\*\*\*Required General Education Options for Pathway:

Humanities/Fine Arts/Comm (Minimum 2 Subjects):

ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

Math:

MAT 143, MAT 152, or MAT 171

Natural Sciences:

AST 111 and AST 111A, AST 151 and AST 151A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A

Social/Behavioral Science (Minimum 2 Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

*Career and College Promise pathways are only available to high school students.*

## Associate in Engineering (A10500)

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale

### Course and Hour Requirements

General Education Courses	Class	Lab	Clinic/ Credit	
			WkExp	Hours
CHM 151 General Chemistry I	3	3	0	4
ECO 251 Prin of Microeconomics	3	0	0	3
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
MAT 271 Calculus I	3	2	0	4
MAT 272 Calculus II	3	2	0	4
MAT 273 Calculus III	3	2	0	4
PHY 251 General Physics I	3	3	0	4
PHY 252 General Physics II	3	3	0	4
Humanities/Fine Arts*				6
Social/Behavioral Science*				3
<b>Total</b>				<b>42</b>

### Other Required Courses

ACA 122 College Transfer Success	0	2	0	1
EGR 150 Intro to Engineering	1	2	0	2
Required Electives*				15
<b>Total</b>				<b>18</b>

**Total Credits for AE Degree 60**

### \*Recommended Courses:

#### Humanities/Fine Arts (Take Two Courses, One From Each Group):

Group 1: ENG 231, ENG 232, ENG 241, ENG 242, PHI 215, PHI 240  
 Group 2: ART 111, ART 114, ART 115, COM 231, MUS 110, MUS 112

#### Social/Behavioral Science:

HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

#### Required Electives:

CSC 134, CSC 151, DFT 170, EGR 214, EGR 220, EGR 225, MAT 280, MAT 285

Career and College Promise offers the following pathway:

### College Transfer Pathway (P1052C)

Required Courses	Class	Lab	WkExp	Clinic/	Credit
				Hours	Hours
ACA 122 College Transfer Success	0	2	0	0	1
DFT 170 Engineering Graphics	2	2	0	0	3
ECO 251 Prin of Microeconomics	3	0	0	0	3
EGR 150 Intro to Engineering	1	2	0	0	2
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	0	3
MAT 271 Calculus I	3	2	0	0	4
MAT 272 Calculus II	3	2	0	0	4
Humanities/Fine Arts**					3
Natural Sciences**					8
<b>Total Credits for Pathway</b>					<b>34</b>

\*\*Required General Education Options for Pathway:

#### Humanities/Fine Arts:

ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

#### Natural Sciences:

CHM 151, PHY 251, PHY 252

Students who do not place directly into MAT 271 must complete MAT 171 and MAT 172 prior to enrolling in MAT 271.

Career and College Promise pathways are only available to high school students.

# Associate in Science (A10400)

## Course and Hour Requirements

	Class	Lab	Clinic/ WkExp	Credit Hour
<b>General Education Courses</b>				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
Communications/Hum/FA*				6
Local GenEds*				11
Math*				8
Natural Sciences*				8
Social/Behavioral Science*				6
<b>Total</b>				<b>45</b>

### Other Required Courses

ACA 122 College Transfer Success	0	2	0	1
CAA Plan*				14
<b>Total</b>				<b>15</b>

**Total Credits for AS Degree 60**

### \*Recommended Courses:

#### Communication/Hum/FA (Minimum Two Subjects):

ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

#### Local GenEds (Minimum Three Subjects):

ASL 111, ASL 112, AST 152, AST 152A, BIO 112, CHM 152, CIS 110, COM 110, COM 120, COM 140, DRA 111, ENG 261, ENG 262, FRE 111, FRE 112, GEL 113, GEL 230, HUM 115, HUM 120, HUM 130, HUM 160, MAT 272, MAT 273, MUS 113, MUS 210, PHY 151, PHY 252, PSY 241, REL 110, SOC 213, SPA 111, SPA 112

#### Math:

MAT 171, MAT 172, MAT 271, MAT 272

#### Natural Sciences (Take One Group):

Group 1: BIO 111 and BIO 112  
 Group 2: CHM 151 and CHM 152  
 Group 3: PHY 251 and PHY 252  
 Group 4: AST 151, AST 151A, and BIO 110  
 Group 5: AST 151, AST 151A, and GEL 111  
 Group 6: BIO 110 and GEL 111  
 Group 7: AST 151, AST 151A, PHY 110, and PHY 110A  
 Group 8: BIO 110, PHY 110, and PHY 110A  
 Group 9: GEL 111, PHY 110, and PHY 110A  
 Group 10: PHY 151 and PHY 152

#### Social/Behavioral Sciences (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

#### CAA Degree Plan:

ACC 120, ACC 121, ART 131, ART 132, ART 135, ART 240, ART 241, ART 245, ART 246, ART 247, ART 248, ART 260, ART 261, ART 262, ART 264, ART 265, ART 275, ART 281, ART 282, ASL 181, ASL 182, ASL 211, ASL 281, 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, CSC 134, CSC 151, DFT 170, DRA 130, DRA 131, DRA 135, DRA 136, EGR 150, EGR 214, ENG 125, ENG 126, ENG 131, ENG 273, FRE 211, FRE 212, HEA 110, HIS 121, HIS 122, HUM 110, HUM 120, HUM 140, HUM 180, MAT 263, MAT 280, MAT 285, MUS 111, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 151, MUS 152, MUS 231, MUS 232, MUS 233, MUS 234, MUS 237, MUS 238, PED 110, PED 111, PED 117, PED 118, PED 150, PED 151, PHI 215, PHS 130, REL 211, REL 212, SOC 220, SPA 181, SPA 182, SPA 211, SPA 212

Career and College Promise offers the following pathway:

### College Transfer Pathway (P1042C)

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>Required Courses</b>				
ACA 122 College Transfer Success	0	2	0	1
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
Humanities/Fine Arts/Comm**				6
Math**				8
Natural Sciences**				8
Social/Behavioral Sciences**				6
<b>Total Credits for Pathway</b>				<b>35</b>

### \*\*Required General Education Options for Pathway:

#### Humanities/Fine Arts/Comm (Minimum Two Subjects):

ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

#### Math:

MAT 171, MAT 172, MAT 263, MAT 271, MAT 272

#### Natural Sciences (Take One Group):

Group 1: AST 151, AST 151A, and BIO 110  
 Group 2: AST 151, AST 151A, and GEL 111  
 Group 3: BIO 111 and BIO 112  
 Group 4: BIO 110 and GEL 111  
 Group 5: BIO 110, PHY 110, and PHY 110A  
 Group 6: CHM 151 and CHM 152  
 Group 7: GEL 111, PHY 110, and PHY 110A  
 Group 8: PHY 151 and PHY 152  
 Group 9: PHY 251 and PHY 252

#### Social/Behavioral Sciences (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

Only students who place out of the lower level math courses will be provided with the PHY 251/PHY 252, MAT 272 option.

Career and College Promise pathways are only available to high school students.



## Associate in Fine Arts

College transfer programs include the Associate in Fine Arts (AFA) discipline specific degrees. These programs are designed to prepare students for transfer at the junior level to institutions offering baccalaureate degrees.

Associate of Fine Arts students must meet the general education requirements of the receiving institution.

### Associate in Fine Arts in Music (A10700)

The Associate in Fine Arts in Music degree shall be granted for a planned program of study consisting of a minimum of **60-61 semester hours** of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

#### Course and Hour Requirements

Major Courses	Class	Lab	Clinic/		Credit
			WkExp	Hour	
MUS 121 Music Theory I	3	0	0	0	3
MUS 122 Music Theory II	3	0	0	0	3
MUS 125 Aural Skills I	0	2	0	0	1
MUS 126 Aural Skills II	0	2	0	0	1
MUS 151 Class Music I	0	2	0	0	1
MUS 152 Class Music II	0	2	0	0	1
MUS 161 Applied Music I	1	2	0	0	2
MUS 162 Applied Music II	1	2	0	0	2
Ensemble*					2
<b>Total</b>					<b>16</b>
<b>General Education Courses</b>					
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	0	3
Com/Humanities/Fine Arts*					3
Math*					3
Natural Sciences*					4
Social/Behavioral Science*					6
Local GenEd*					3
<b>Total</b>					<b>25</b>
<b>Other Required Course</b>					
ACA 122 College Transfer Success	0	2	0	0	1
CAA Plan*					18
<b>Total</b>					<b>19</b>
<b>Total Credits for AFA Degree</b>					<b>60</b>

#### \*Recommended Elective & General Education Options:

##### Ensemble:

MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 231, MUS 232, MUS 233, MUS 234, MUS 237, MUS 238, MUS 241, MUS 242

##### Com/Humanities/Fine Arts:

ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, or PHI 240

##### Math:

MAT 143 or MAT 171

#### Natural Sciences (Take One Group):

- Group 1: AST 111 and AST 111A
- Group 2: AST 151 and AST151A
- Group 3: BIO 110
- Group 4: BIO 111
- Group 5: CHM 151
- Group 6: GEL 111
- Group 7: PHY 110 and PHY 110A

#### Social/Behavioral Science (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

#### Local GenEd:

ART 111, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, FRE 111, FRE 112, MUS 110, MUS 112, PHI 215, PHI 240, SPA 111, SPA 112, SPA 211, or SPA 212

#### CAA Plan:

ART 114, ART 115, AST 111, AST 111A, AST 151, AST 151A, BIO 110, BIO 111, BIO 140, BIO 140A, CHM 131, CHM 131A, CHM 151, CIS 110, COM 231, DRA 111, ECO 251, ECO 252, ENG 231, ENG 232, ENG 241, ENG 242, FRE 111, FRE 112, GEL 111, GEL 113, GEL 230, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MAT 152, MAT 171, MUS 110, MUS 111, MUS 112, MUS 113, MUS 123, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 210, MUS 211, MUS 217, MUS 221, MUS 222, MUS 225, MUS 226, MUS 231, MUS 232, MUS 233, MUS 234, MUS 237, MUS 238, MUS 241, MUS 242, MUS 251, MUS 252, MUS 261, MUS 262, MUS 271, MUS 272, PHI 215, PHI 240, PHY 110, PHY 110A, POL 120, REL 110, SOC 210, SPA 111, SPA 112, SPA 211, SPA 212

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 Fine Arts in Visual Arts (A10600)

The Associate in Fine Arts in Visual Arts degree shall be granted for a planned program of study consisting of a minimum of **60 semester hours** of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/	Credit
				WkExp	Hour
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
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
Major Electives*					18
<b>Total</b>					<b>34</b>

### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
Communications/Hum/FA*					6
Math*					3
Natural Science*					4
Social/Behavioral Science*					6
<b>Total</b>					<b>25</b>

### *Other Required Courses*

ACA 122	College Transfer Success	0	2	0	1
<b>Total</b>					<b>1</b>

**Total Credits for AFA Degree** **60**

### *\*Recommended Courses:*

#### Major Electives:

ART 113, ART 116, ART 117, ART 132, ART 135, ART 171, ART 212, ART 213, ART 231, ART 235, ART 240, ART 244, ART 245, ART 246, ART 247, ART 248, ART 250, ART 260, ART 261, ART 262, ART 264, ART 265, ART 271, ART 275, ART 281, ART 282, ART 283, ART 284, ART 288, BIO 140, BIO 140A, PED 110, PED 111, PED 117, PED 118

#### Communication/Hum/FA (Minimum Two Subjects):

ART 111, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240

#### Math:

MAT 143, MAT 152, or MAT 171

#### Natural Sciences (Take One Group):

Group 1: AST 111 and AST 111A  
 Group 2: AST 151 and AST 151A  
 Group 3: BIO 110  
 Group 4: BIO 111  
 Group 5: CHM 151  
 Group 6: GEL 111  
 Group 7: PHY 110 and PHY 110A

#### Social/Behavioral Science (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

*Career and College Promise offers the following pathway:*

### College Transfer Pathway (P1062C)

<i>Required Courses</i>		Class	Lab	Clinic/	Credit
				WkExp	Hours
ACA 122	College Transfer Success	0	2	0	1
ART 121	Two-Dimensional Design	0	6	0	3
ART 131	Drawing I	0	6	0	3
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
Humanities/Fine Arts/Co**					6
Math**					3
Natural Sciences**					4
Social/Behavioral Sciences**					6
<b>Total Credits for Pathway</b>					<b>32</b>

#### *\*\*Required General Education Options for Pathway:*

#### Humanities/Fine Arts/Co (Minimum Two Subjects):

ART 111, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

#### Natural Sciences:

AST 111 and AST 111A, AST 151 and AST 151A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110, PHY 110A

#### Math:

MAT 143, MAT 152, MAT 171, MAT 271, MAT 272

#### Social/Behavioral Sciences (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

*Career and College Promise pathways are only available to high school students.*

## Associate in General Education

The Associate in General Education (AGE) 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 will be placed here. These students will remain in AGE until they are admitted to their program of choice.

Students who declare an Associate in General Education (AGE) major must complete admissions requirements and apply for entry into a health science program within 6 consecutive semesters. Students who do not gain entry into a health science program within 6 consecutive semesters must declare another major.

Students will be notified by their assigned Student Success Navigator, when or if they reach 6 consecutive semesters of AGE enrollment without successful entry into a health science program. Students with special circumstances may appeal this rule by scheduling an appointment with an AGE Student Success Navigator.

For more information or to request an appeal appointment, please contact the Office of Academic Advising by calling 252-493-7578.

## Associate in General Education (A10300)

### Course and Hour Requirements

Major Courses	Class		Clinic/	Credit
	Lab	WkExp	Hour	
Major Electives*				48
<b>Total</b>				<b>48</b>
<b>General Education Courses</b>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Natural Sciences/Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>
<b>Other Required Courses</b>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AGE Degree</b>				<b>64</b>

#### \*Recommended Courses:

##### 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 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, AST 111A, AST 151, AST 151A, AST 152, AST 152A, BIO 110, BIO 111, BIO 112, BIO 140,

BIO 140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, BUS 151, CHM 131, CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, CIS 110, CIS 111, CJC 111, CJC 121, CJC 141, COM 110, COM 120, COM 140, COM 231, CSC 134, CSC 151, DBA 110, DRA 111, DRA 130, DRA 131, DRA 136, ECO 251, ECO 252, EDU 216, ENG 112, ENG 125, ENG 126, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 211, FRE 212, GEL 111, GEL 113, GEL 230, HEA 110, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, HSC 110, HSE 215, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, HUM 160, MAT 110, MAT 121, MAT 143, MAT 152, MAT 171, MAT 263, MAT 271, MAT 272, MAT 273, MED 118, MED 120, MED 121, MED 122, MED 180, MED 232, MUS 110, MUS 111, MUS 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 117, PED 118, PED 150, PED 151, PHI 240, PHS 130, PHY 110, PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252, POL 120, 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 181, SPA 182, SPA 211, SPA 212

##### Communication:

ENG 112, COM 110, COM 120, COM 140, or 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, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, MUS 110, MUS 112, MUS 113, MUS 210, PHI 240, REL 110, REL 211, REL 212

##### Natural Sciences/Math:

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, GEL 111, GEL 113, GEL 230, MAT 121, MAT 143, MAT 152, MAT 171, MAT 263, MAT 271, MAT 272, MAT 273, PHY 110 and PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252

##### Social/Behavioral Science:

ECO 251, ECO 252, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

##### Other Requirement:

ACA 111 or 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 indication 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 three 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 appropriate courses from the following lists.

### Course and Hour Requirements

<i>Developmental Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Biology</b>					
BIO 094	Concepts of Human Biology	3	2	0	4
<b>Chemistry</b>					
CHM 094	Basic Biological Chemistry	3	2	0	4
<b>English</b>					
DRE 096	Integrated Reading Writing	2.5	1	0	3
DRE 097	Integrated Reading Writing II	2.5	1	0	3
DRE 098	Integrated Reading Writing III	2.5	1	0	3
<b>Information Systems</b>					
CIS 070	Fundamentals of Computing	0	2	0	1
<b>Mathematics</b>					
DMA 010	Operations with Integers	.75	.5	0	1
DMA 020	Fractions and Decimals	.75	.5	0	1
DMA 030	Propor/Ratio/Rate/Percent	.75	.5	0	1
DMA 040	Express/Lin Equat/Inequal	.75	.5	0	1
DMA 050	Graphs/Equations of Lines	.75	.5	0	1
DMA 060	Polynomial/Quadratic Appl	.75	.5	0	1
DMA 070	Rational Express/Equation	.75	.5	0	1
DMA 080	Radical Express/Equations	.75	.5	0	1
DMS 001	Developmental Math Shell 1	.75	.5	0	1
DMS 003	Developmental Math Shell 3	2.25	1.5	0	3
<b>Other Requirements</b>					
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 next level.

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

## COURSE PREFIX IDENTIFICATION

DEPT	IDENTIFICATION	PAGE	DEPT	IDENTIFICATION	PAGE
ACA	Academic Related.....	200	HSE	Human Services.....	248
ACC	Accounting.....	200	HUM	Humanities.....	249
AHR	Air Conditioning, Heating, and Refrigeration..	201	HYD	Hydraulics.....	250
AMC	Advanced Medical Coding.....	202	INT	International Business.....	250
ARC	Architecture.....	204	ISC	Industrial Science.....	250
ART	Art.....	205	LAR	Landscape Architecture.....	251
ASL	American Sign Language.....	209	LDD	Automotive Light-Duty Diesel.....	251
AST	Astronomy.....	209	LEX	Legal Education.....	251
ATR	Automation & Robotics.....	210	LSG	Landscape Gardening.....	253
AUT	Automotive.....	210	MAC	Machining.....	253
BAF	Banking and Finance.....	212	MAM	Mammography.....	254
BIO	Biology.....	212	MAT	Mathematics.....	255
BMT	Biomedical Equipment.....	214	MEC	Mechanical.....	256
BPM	Bioprocessing Manufacturing Technology.....	214	MED	Medical Assisting.....	257
BPR	Blueprint Reading.....	214	MKT	Marketing.....	259
BST	Breast Sonography.....	214	MNT	Maintenance.....	260
BTC	Biotechnology.....	215	MRI	Magnetic Resonance Imaging.....	260
BUS	Business.....	216	MTH	Therapeutic Massage.....	261
CAR	Carpentry.....	218	MUS	Music.....	262
CAT	Computed Tomography.....	218	NAS	Nursing Assistant.....	266
CET	Computer Engineering Technology.....	219	NET	Networking Technology.....	266
CHM	Chemistry.....	219	NMT	Nuclear Medicine.....	267
CIS	Information Systems.....	220	NOS	Network Operating Systems.....	268
CJC	Criminal Justice.....	220	NUR	Nursing.....	269
CMT	Construction Management.....	223	OMT	Operations Management.....	270
COM	Communication.....	223	OST	Office Systems Technology.....	270
CSC	Computer Science.....	224	OTA	Occupational Therapy Assistant.....	273
CST	Construction.....	225	PBT	Phlebotomy.....	275
CTI	Computer Technology Integration.....	225	PED	Physical Education.....	276
CTS	Computer Information Technology.....	225	PET	Positron Emission Tomography.....	276
CVS	Cardiovascular Sonography.....	226	PHI	Philosophy.....	277
DBA	Database Management Technology.....	227	PHS	Physical Science.....	277
DFT	Drafting.....	227	PHY	Physics.....	278
DMA	Developmental Mathematics.....	228	POL	Political Science.....	278
DMS	Developmental Math Shell.....	228	PSG	Polysomnography.....	279
DOS	Medical Dosimetry.....	229	PSY	Psychology.....	280
DRA	Drama.....	230	PTC	Pharmaceutical Technology.....	280
DRE	Developmental Reading/English.....	231	RAD	Radiography.....	280
ECO	Economics.....	231	RCP	Respiratory Care.....	282
EDU	Education.....	231	REL	Religion.....	283
EGR	Engineering.....	234	RTT	Radiation Therapy Technology.....	284
ELC	Electricity.....	234	SAB	Substance Abuse.....	285
ELN	Electronics.....	236	SEC	Information Systems Security.....	285
EMS	Emergency Medical Science.....	237	SGD	Simulation & Game Development.....	286
ENG	English.....	238	SOC	Sociology.....	287
ETR	Entrepreneurship.....	240	SON	Medical Sonography.....	288
FRE	French.....	240	SPA	Spanish.....	289
GEL	Geology.....	240	SST	Sustainability Technologies.....	290
GRD	Graphic Design.....	241	SWK	Social Work.....	290
GRO	Gerontology.....	242	TRE	Therapeutic Recreation.....	290
HBI	Healthcare Business Informatics.....	243	TRF	Turfgrass Management.....	292
HEA	Health.....	243	TRN	Transportation Technology.....	292
HIS	History.....	243	WBL	Work-Based Learning.....	293
HIT	Health Information Technology.....	244	WEB	Web Technologies.....	293
HMT	Healthcare Management.....	246	WLD	Welding.....	294
HOR	Horticulture.....	246			
HSC	Health Sciences.....	247			

## 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 are adapted from *Writing Across the Curriculum Program Handbook* published by East Carolina University:

Writing intensive courses emphasize academic writing, professional writing, writing-to-learn, and 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 draft and two preparation paper
- 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.

### 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. These courses will have an enrollment restriction listed as a local prerequisite.

To be eligible for financial aid, students must be enrolled in courses that are within their approved program(s) of study.

### 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.

### Spring 2019 Additional Fees

Some courses are marked "\*" to indicate that Additional Fees listed will not be charged until Spring 2019. This may include lab fees and course materials fees.



	Class		Clinic/ Credit	
	Lab	WkExp	Hours	Hours

		Clinic/ Credit	
Class	Lab	WkExp	Hours

### ACADEMIC RELATED

<b>ACA 090</b> Student Success Strategies	3	0	0	3
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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.*

<b>ACA 111</b> College Student Success	1	0	0	1
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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)**

<b>ACA 118</b> College Study Skills	1	2	0	2
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

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. **(Career and College Promise students)**

<b>ACA 122</b> College Transfer Success	0	2	0	1
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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 for transfer under the CAA as a premajor and/or elective course requirement. (Intended for College Transfer)*

### ACCOUNTING

<b>ACC 111</b> Financial Accounting	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

<b>ACC 120</b> Prin of Financial Accounting	3	2	0	4
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ACC 121</b> Prin of Managerial Accounting	3	2	0	4
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ACC 129</b> Individual Income Taxes	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

This course introduces the relevant laws governing individual income taxation. Topics includes 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.

<b>ACC 140</b> Payroll Accounting	1	3	0	2
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Prerequisites: ACC 115 or ACC 120  
Corequisites: None

This course covers federal and state laws pertainesc cscing 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.

<b>ACC 150</b> Accounting Software Appl	1	3	0	2
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Prerequisites: ACC 115 or ACC 120  
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ACC 220 Intermediate Accounting I</b>	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.

<b>ACC 267 Fraud Examination</b>	3	0	0	3
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Prerequisites: ACC 120  
Corequisites: None

This course is an introduction to the investigation techniques used to discover fraudulent activities. Emphasis is placed on the techniques for the detection, deterrence and prevention of the major types of occupational and management frauds. Upon completion, students should be able to examine relevant fraud cases and apply critical thinking and technology skills used in fraud examination.

<b>ACC 269 Auditing &amp; Assurance Services</b>	3	0	0	3
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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

<b>AHR 110 Intro to Refrigeration</b>	2	6	0	5
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

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.

<b>AHR 111 HVACR Electricity</b>	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>AHR 112 Heating Technology</b>	2	4	0	4

Prerequisites: None  
Corequisites: None  
Local Prerequisites: AHR 111 or ELC 111  
Additional Fees: \$15.00 Lab

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.

<b>AHR 113 Comfort Cooling</b>	2	4	0	4
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: AHR 110  
Additional Fees: \$15.00 Lab

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.

<b>AHR 114 Heat Pump Technology</b>	2	4	0	4
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Prerequisites: AHR 110 or AHR 113  
Corequisites: None  
Additional Fees: \$15.00 Lab

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.

<b>AHR 115 Refrigeration Systems</b>	1	3	0	2
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Prerequisites: AHR 110  
Corequisites: None  
Additional Fees: \$11.25 Lab

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.

<b>AHR 130 HVAC Controls</b>	2	2	0	3
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Prerequisites: AHR 111, ELC 111, or ELC 112  
Corequisites: None  
Additional Fees: \$7.50 Lab

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>AHR 133 HVAC Servicing</b>	2	6	0	4

Prerequisites: None  
 Corequisites: AHR 112 or AHR 113  
 Local Prerequisites: AHR 110  
 Additional Fees: \$22.50 Lab

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.

<b>AHR 140 All-Weather Systems</b>	1	3	0	2
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Prerequisites: AHR 112 or AHR 113  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

<b>AHR 151 HVAC Duct Systems I</b>	1	3	0	2
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

<b>AHR 160 Refrigerant Certification</b>	1	0	0	1
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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.

<b>AHR 180 HVACR Customer Relations</b>	1	0	0	1
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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.

<b>AHR 211 Residential System Design</b>	2	2	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DMA 010, DMA 020, and DMA 030  
 Additional Fees: \$7.50 Lab

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>AHR 212 Advanced Comfort Systems</b>	2	6	0	4

Prerequisites: AHR 114  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

<b>AHR 213 HVACR Building Code</b>	1	2	0	2
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab\*

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

<b>AHR 215 Commercial HVAC Controls</b>	1	3	0	2
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Prerequisites: AHR 111, ELC 111, or ELC 112  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

<b>AHR 250 HVAC System Diagnostics</b>	0	4	0	2
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Prerequisites: AHR 133  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

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.

### ADVANCED MEDICAL CODING

<b>AMC 200 Health Information for Coders</b>	2	0	0	2
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding program

This course provides a detailed look at the role of a coder within the healthcare system. Topics include health record content and documentation for all record types, roles and responsibilities of various providers and disciplines, data source reliability and accuracy, policies and procedures to ensure compliance with regulations and standards, and legal and regulatory requirements. Upon completion, students should be able to demonstrate an understanding of the role of coding in the healthcare organization and apply various policies and procedures as they



relate to documentation and compliance and comply with regulatory standards.

**AMC 201** Legal and Compliance                    2    0    0    2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding program

This course covers legal and regulatory processes, privacy and security rules as applied to the coding environment. Topics include legal terminology, health record laws and regulations, internal and external standards and regulations, data security, storage and retrieval, and access and disclosure. Upon completion, students should be able to apply healthcare legal terminology, maintain a legally defensible health record, comply with state and federal privacy and security laws, and adhere to security policies and procedures.

**AMC 202** Coding for Reimbursement            2    0    0    2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding program  
 Additional Fees: \$11.25 Lab

This course covers the revenue cycle and reimbursement for acute and ambulatory care. Topics include payment methodologies and systems, utilization review, case management, billing processes and procedures, and fraud and abuse. Upon completion, students should be able to apply policies and procedures for the use of data required in healthcare reimbursement, evaluate the revenue cycle, and identify potential fraud and abuse.

**AMC 203** Intermediate ICD Diagnoses        2    3    0    3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$11.25 Lab

This course covers the proper application of ICD diagnosis coding conventions and guidelines and application of codes. Emphasis is placed on reviewing clinical documentation to determine appropriate code selection. Upon completion, students should be able to accurately assign and sequence diagnosis codes according to the current coding and reporting requirements for acute care and outpatient services.

**AMC 204** Intermediate ICD Procedures        2    3    0    3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$11.25 Lab

This course covers ICD procedure coding conventions and guidelines, Procedure Coding System (PCS) Table navigation, and application of codes. Emphasis is placed on the interrelationship between anatomy and physiology and the application of procedure codes by reviewing clinical documentation to determine procedure intent and extent. Upon completion, students should be able to navigate the PCS tables to accurately assign and sequence diagnosis codes according to the current coding and reporting requirements for acute care and outpatient services.

Class		Clinic/ Credit	
Lab	WkExp	Hours	Hours
2	3	0	3

**AMC 205** Intermediate CPT Coding  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding program  
 Additional Fees: \$11.25 Lab

This course covers the application of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes as applied to current coding and reporting requirements. Emphasis is placed on the interrelationship between anatomy and physiology and the application of procedure codes by reviewing clinical documentation. Upon completion, students should be able to apply the official CPT and HCPCS Level II coding guidelines, and apply the appropriate reporting measures such as modifiers.

Class		Clinic/ Credit	
Lab	WkExp	Hours	Hours
2	3	0	3

**AMC 206** Clinical Documentation  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$11.25 Lab

This course covers the importance of clinical documentation and its role in accurate coding. Topics include communication with providers, documentation in the health record, how to formulate ethical queries to clarify conflicting diagnoses, and implications of accurate coding. Upon completion, students should be able to identify discrepancies between supporting documentation and coded data and develop appropriate physician queries.

Class		Clinic/ Credit	
Lab	WkExp	Hours	Hours
0	6	0	2

**AMC 207** Advanced Medical Coding Lab I  
 Prerequisites: AMC-203, AMC-204, AMC-205, and AMC-206  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$22.50 Lab

This course covers the practical application of current ICD diagnosis and CPT guidelines by using encoders to code patient charts. Emphasis is on analyzing and applying current regulations and established guidelines in clinical classification systems by using standard data set definitions and resources. Upon completion, students should be able to accurately code a variety of chart types and recommend coding resources.

Class		Clinic/ Credit	
Lab	WkExp	Hours	Hours
0	6	0	2

**AMC 208** Advanced Medical Coding Lab II  
 Prerequisites: AMC-207  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$22.50 Lab

This course covers the practical application and evaluation of current ICD diagnosis, procedure, and CPT guidelines by using encoders to code patient charts. Emphasis is on analyzing and applying current regulations and established guidelines in clinical classification systems by using standard data set definitions and resources. Upon completion, students should be able to interpret conventions, formats, instructional notations, and definitions of each classification system to select diagnoses and procedures/services that require coding.

Class		Clinic/ Credit	
Lab	WkExp	Hours	Hours
0	0	6	2

**AMC 209** Professional Practice Exp.  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$16.00 Malpractice

This course provides supervised clinical coding experience in healthcare settings. Emphasis is placed on the practical application of coding concepts through demonstration of critical thinking and integration of didactic and clinical components. Upon completion, students should be

able to demonstrate the comprehensive knowledge required of an advanced level coder.

**ARCHITECTURE**

**ARC 111** Intro to Arch Technology                    1    6    0    3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

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.

**ARC 112** Constr Matls & Methods                    3    2    0    4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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.

**ARC 113** Residential Arch Tech                    1    6    0    3  
 Prerequisites: ARC 111  
 Corequisites: ARC 112  
 Local Prerequisites: ARC 114  
 Additional Fees: \$22.50 Lab\*

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.

**ARC 114** Architectural CAD                    1    3    0    2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

**ARC 114A** Architectural CAD Lab                    0    3    0    1  
 Prerequisites: None  
 Corequisites: ARC 114  
 Additional Fees: \$11.25 Lab\*

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: ARC 113 and MAT 121  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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.

**ARC 131** Building Codes                    2    2    0    3  
 Prerequisites: ARC 112 or CAR 111  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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.

**ARC 133** Construction Doc Analysis                    1    3    0    2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab\*

This course covers the analysis of building construction drawings. Emphasis is placed on 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 building 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 Prerequisites: ARC 113 and ARC 131  
 Additional Fees: \$22.50 Lab

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.

**ARC 213** Design Project                    2    6    0    4  
 Prerequisites: ARC 111, ARC 112, and ARC 114  
 Corequisites: None  
 Local Prerequisites: ARC 211  
 Additional Fees: \$22.50 Lab

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.

**ARC 225** Architectural BIM I                    1    3    0    2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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 create design drawing.



Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

**ARC 225A** Architectural BIM I Lab                    0    3    0    1  
 Clinic/ Credit  
 Class Lab WkExp Hours  
 Prerequisites: None  
 Corequisites: ARC 225  
 Additional Fees: \$11.25 Lab\*

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.

**ARC 230** Environmental Systems                    3    3    0    4  
 Clinic/ Credit  
 Class Lab WkExp Hours  
 Prerequisites: ARC 111 and MAT 121 or ARC 111 and MAT 171  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

**ARC 231** Arch Presentations                    2    4    0    4  
 Clinic/ Credit  
 Class Lab WkExp Hours  
 Prerequisites: ARC 111  
 Corequisites: None  
 Local Prerequisites: ARC 264  
 Additional Fees: \$15.00 Lab

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.

**ARC 240** Site Planning                    2    2    0    3  
 Clinic/ Credit  
 Class Lab WkExp Hours  
 Prerequisites: ARC 111 or LAR 111  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

**ARC 264** Digital Architecture                    1    3    0    2  
 Clinic/ Credit  
 Class Lab WkExp Hours  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

**ART**

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ART 111</b> 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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ART 113</b> Art Methods and Materials                    0    6    0    3 Prerequisites: None Corequisites: None Additional Fees: \$22.50 Lab				
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 114</b> Art History Survey I                    3    0    0    3 Prerequisites: None Corequisites: None				
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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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ART 115</b> Art History Survey II                    3    0    0    3 Prerequisites: None Corequisites: None				
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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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ART 116</b> Survey of American Art                    3    0    0    3 Prerequisites: None Corequisites: None				
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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 for transfer under the CAA as a general education course I Humanities/Fine Arts.*



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ART 117 Non-Western Art History</b>	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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>ART 121 Two-Dimensional Design</b>	0	6	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 122 Three-Dimensional Design</b>	0	6	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: ART 121  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 131 Drawing I</b>	0	6	0	3
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 132 Drawing II</b>	0	6	0	3
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ART 135 Figure Drawing I</b>	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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 171 Computer Art I</b>	0	6	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 212 Gallery Assistantship I</b>	0	6	0	3
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 213 Gallery Assistantship</b>	0	6	0	3
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 214 Portfolio and Resume</b>	0	2	0	1
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course covers resume 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 resume 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 resume. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ART 231 Printmaking I</b>	0	6	0	3

Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 240 Painting I</b>	0	6	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 241 Painting II</b>	0	6	0	3
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Prerequisites: ART 240  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 244 Watercolor</b>	0	6	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 245 Metals I</b>	0	6	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ART 246 Metals II</b>	0	6	0	3

Prerequisites: ART 245  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 247 Jewelry I</b>	0	6	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 248 Jewelry II</b>	0	6	0	3
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Prerequisites: ART 247  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting, cloisonné, and plique-a-jour. Upon completion, students should be able to create jewelry which demonstrates originality. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 250 Surface Design: Textiles</b>	0	6	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course introduces the basic principles and elements of art as applied to textile surfaces. Emphasis is placed on direct, top-dyed processes that utilize both synthetic and natural dyes, and techniques such as batik, 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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 260 Photography Appreciation</b>	3	0	0	3
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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 for transfer under the CAA as a premajor and/or elective course requirement.*



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ART 261</b> Photography I	0	6	0	3

Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 262</b> Photography II	0	6	0	3
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Prerequisites: ART 261  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 264</b> Digital Photography I	0	6	0	3
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Prerequisites: None  
Corequisite: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 265</b> Digital Photography III	0	6	0	3
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Prerequisites: ART 264  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 271</b> Computer Art II	0	6	0	3
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Prerequisites: ART 171  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ART 275</b> Introduction to Graphic Design	0	6	0	3

Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 281</b> Sculpture I	0	6	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 282</b> Sculpture II	0	6	0	3
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Prerequisites: ART 281  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 283</b> Ceramics I	0	6	0	3
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Prerequisites: ART 281  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ART 284</b> Ceramics II	0	6	0	3
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Prerequisites: ART 283  
Corequisites: None  
Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ART 288 Studio</b>	0	6	0	3

Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

### AMERICAN SIGN LANGUAGE

<b>ASL 111 Elementary ASL I</b>	3	0	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Corequisite: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>ASL 112 Elementary ASL II</b>	3	0	0	3
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Prerequisites: ASL 111  
 Corequisites: None  
 Local Corequisites: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>ASL 181 ASL Lab I</b>	0	2	0	1
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Prerequisites: None  
 Corequisites: None  
 Local Corequisites: ASL 111  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ASL 182 ASL Lab 2</b>	0	2	0	1

Prerequisites: ASL 181  
 Corequisites: None  
 Local Corequisites: ASL 112  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ASL 211 Intermediate ASL I</b>	3	0	0	3
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Prerequisites: ASL 112  
 Corequisites: None  
 Local Corequisites: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>ASL 281 ASL Lab 3</b>	0	2	0	1
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Prerequisites: ASL 182  
 Corequisites: None  
 Local Corequisites: ASL 211  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

### ASTRONOMY

<b>AST 111 Descriptive Astronomy</b>	3	0	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 097 or appropriate placement test score  
 Local Corequisites: 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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>AST 111A</b> Descriptive Astronomy Lab	0	2	0	1

Prerequisites: None

Corequisites: AST 111

Local Prerequisites: DRE 097 or appropriate placement test score

Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>AST 151</b> General Astronomy I	3	0	0	3
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Prerequisites: None

Corequisites: None

Local Corequisites: 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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>AST 151A</b> General Astronomy I Lab	0	2	0	1
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Prerequisites: None

Corequisites: AST 151

Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>AST 152</b> General Astronomy II	3	0	0	3
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Prerequisites: AST 151

Corequisites: None

Local Corequisites: 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 for transfer under the CAA as a general education course in Natural Science.*

<b>AST 152A</b> General Astronomy II Lab	0	2	0	1
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Prerequisites: AST 151

Corequisites: AST 152

Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a general education course in Natural Science.*

## AUTOMATION & ROBOTICS

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ATR 218</b> Work Cell Integration	2	3	0	3

Prerequisites: None

Corequisites: None

Local Prerequisites: ELC 128

Additional Fees: \$11.25 Lab

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, proxies, 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.

<b>ATR 281</b> Automated Manufacturing	3	2	0	4
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab

This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.

## AUTOMOTIVE

<b>AUT 114</b> Safety and Emissions	1	2	0	2
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab\*

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.

<b>AUT 116</b> Engine Repair	2	3	0	3
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Prerequisites: None

Corequisites: None

Local Corequisites: AUT 116A

Additional Fees: \$11.25 Lab\*

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

<b>AUT 116A</b> Engine Repair Lab	0	3	0	1
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Prerequisites: None

Corequisites: AUT 116

Additional Fees: \$11.25 Lab\*

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 Corequisites: AUT 141A  
 Additional Fees: \$11.25 Lab\*

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  
 Additional Fees: \$11.25 Lab\*

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 Corequisites: AUT 151A  
 Additional Fees: \$11.25 Lab\*

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  
 Additional Fees: \$11.25 Lab\*

Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

**AUT 163** Adv Auto Electricity                            2    3    0    3  
 Prerequisites: TRN 120  
 Corequisites: None  
 Local Corequisites: AUT 163A  
 Additional Fees: \$11.25 Lab\*

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  
 Additional Fees: \$11.25 Lab\*

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 Corequisites: AUT 181A  
 Additional Fees: \$11.25 Lab\*

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  
 Additional Fees: \$11.25 Lab\*

This course is an optional Lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

**AUT 183** Engine Performance 2                            2    6    0    4  
 Prerequisites: AUT 181  
 Corequisites: None  
 Additional Fees: \$22.50 Lab\*

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 Corequisites: AUT 221A  
 Additional Fees: \$11.25 Lab\*

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>AUT 221A</b> Auto Transm/Transax Lab	0	3	0	1

Prerequisites: None  
 Corequisites: AUT 221  
 Additional Fees: \$11.25 Lab\*

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.

<b>AUT 231</b> Man Trans/Axles/Drtrains	2	3	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Corequisites: AUT 231A  
 Additional Fees: \$11.25 Lab\*

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.

<b>AUT 281</b> Adv Engine Performance	2	2	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: AUT 181  
 Additional Fees: \$7.50 Lab\*

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.

## BANKING AND FINANCE

<b>BAF 143</b> Financial Planning	3	0	0	3
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Prerequisites: None  
 Corequisites: None

This course covers the perspectives, principles, and practices of financial planning. Topics include investment, retirement, tax, and estate planning. Upon completion, students should be able to understand the process that looks at a customer's financial picture and recommend strategies to achieve the customer's objectives.

## 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.**

<b>BIO 094</b> Concepts of Human Biology	3	2	0	4
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Prerequisites: None  
 Corequisites: DRE 098  
 Local Prerequisites: DRE 098 or appropriate placement test score  
 Additional Fees: \$7.50 Lab, \$76.32 Course Materials

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

	Class	Lab	WkExp	Credit Hours
demonstrate preparedness for college-level anatomy and physiology courses.				

<b>BIO 110</b> Principles of Biology	3	3	0	4
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040 or appropriate placement test score  
 Additional Fees: \$11.25 Lab

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>BIO 111</b> General Biology I	3	3	0	4
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040 or appropriate placement test score  
 Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. Students may not receive science credit for this course and BIO 110.*

<b>BIO 112</b> General Biology II	3	3	0	4
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Prerequisites: BIO 111  
 Corequisites: None  
 Local Prerequisites: BIO 111 with a grade of C or better  
 Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. Students may not receive science credit for this course and BIO 110.*

<b>BIO 140</b> Environmental Biology	3	0	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040 or appropriate placement test score  
 Local Corequisites: 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 for transfer under the CAA as a general education course in Natural Science.*

*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 Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040 or appropriate placement test score  
 Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a general education course in Natural Science. At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140.*

**BIO 155** Nutrition      3   0   0   3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: BIO 110, BIO 111, 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 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 for transfer under the CAA as a premajor and/or elective course requirement.*

**BIO 161** Intro to Human Biology      3   0   0   3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 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 Anat and Physiology      4   2   0   5  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Placement into ENG 111 and DMA 050 or BIO 094, DRE 098, DMA 010, DMA 020, DMA 030, DMA 040  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**BIO 168** Anatomy and Physiology I      3   3   0   4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Placement into ENG 111 and DMA 050 or BIO 094, DRE 098, DMA 010, DMA 020, DMA 030, and DMA 040  
 Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**BIO 169** Anatomy and Physiology II      3   3   0   4  
 Prerequisites: BIO 168  
 Corequisites: None  
 Local Prerequisites: BIO 168 with a grade of C or better  
 Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**BIO 250** Genetics      3   3   0   4  
 Prerequisites: BIO 112  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**BIO 271** Pathophysiology      3   0   0   3  
 Prerequisites: BIO 163, BIO 166, or BIO 169  
 Corequisites: None  
 Local Prerequisites: 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 for transfer under the CAA as a premajor and/or elective course requirement.*



	Class	Lab	WkExp	Clinic/ Credit Hours
<b>BIO 275 Microbiology</b>	3	3	0	4

Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168  
 Corequisites: None  
 Local Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168;  
 with a grade of C or better within the past 10 years  
 Additional Fees: \$11.25 Lab, \$74.19 Course Materials

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>BIO 280 Biotechnology</b>	2	3	0	3
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Prerequisites: BIO 111, CHM 131, or CHM 151  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

### BIOMEDICAL EQUIPMENT

<b>BMT 111 Intro to Biomed Field</b>	2	0	0	2
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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.

### BIOPROCESS MANUFACTURING TECHNOLOGY

<b>BPM 110 Bioprocess Practices</b>	3	4	0	5
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab\*

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.

### BLUEPRINT READING

<b>BPR 111 Print Reading</b>	1	2	0	2
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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.

	Class	Lab	WkExp	Clinic/ Credit Hours
<b>BPR 121 Blueprint Reading – Mech</b>	1	2	0	2

Prerequisites: BPR 111 or MAC 131  
 Corequisites: None  
 Additional Fees: \$7.50 Lab\*

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.

<b>BPR 130 Print Reading – Construction</b>	3	0	0	3
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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.

<b>BPR 135 Schematics &amp; Diagrams</b>	2	0	0	2
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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.

### BREAST SONOGRAPHY

<b>BST 101 Breast Pathophysiology</b>	1	0	0	1
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in Breast Sonography program

This course provides a comprehensive study of pathophysiology of the breast. Topics include anatomy, pathophysiology, surgical/treatment changes, benign and malignant pathology, related to breast sonographic images in correlation to mammographic images. Upon completion, students should be able to demonstrate a detailed knowledge of breast pathophysiology.

<b>BST 102 BST Physics &amp; Equipment</b>	2	0	0	2
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in Breast Sonography program

This course provides a comprehensive study of physics and equipment for breast sonography. Topics include the principles of breast sonography physics, equipment and system components including accessories, image display and storage, and maintenance for breast sonography equipment. Upon completion, students should be able to demonstrate a detailed knowledge of the physics and equipment used in breast sonography.

<b>BST 103 BST Image Production &amp; Eval</b>	1	3	0	2
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in Breast Sonography program  
 Additional Fees: \$11.25 Lab

This course provides the fundamentals of breast sonography image production, patient care, and image analysis. Topics include patient communication, breast education and assessment, image production, and evaluation and selection of representative images. Upon completion,



students should be able to produce and analyze breast sonography images.

	Class	Lab	WkExp	Credit Hours
<b>BST 104</b> BST Procedures	1	0	0	1

Prerequisites: None  
Corequisites: None  
Local Prerequisite: Enrollment in Breast Sonography program

This course provides the fundamentals of interventional breast sonography procedures. Topics include positioning, patient care, informed consent and time out procedures, selection and preparation of equipment, infection control, and post-procedure care. Upon completion, students should be able to perform interventional breast sonography procedures.

	Class	Lab	WkExp	Credit Hours
<b>BST 105</b> Clinical Education	0	0	30	10

Prerequisites: None  
Corequisites: None  
Local Prerequisite: Enrollment in Breast Sonography program  
Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course provides the opportunity to apply knowledge gained from classroom instruction to the breast sonography clinical setting. Emphasis is placed on breast sonography procedures, interventional examinations, image production and evaluation in correlation with mammographic procedures and equipment operation. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

## BIOTECHNOLOGY

	Class	Lab	WkExp	Credit Hours
<b>BTC 150</b> Bioethics	3	0	0	3

Prerequisites: None  
Corequisites: DRE 098

This course introduces the current ethics issues surrounding the biotechnology industries. Topics will include risk assessment, the relationships between science, technology, and society, and the effects of new biotechnology products upon the natural world. Upon completion, students should be able to demonstrate knowledge and critical thinking skills in decision-making related to bioethical issues.

	Class	Lab	WkExp	Credit Hours
<b>BTC 181</b> Basic Lab Techniques	3	3	0	4

Prerequisites: None  
Corequisites: None  
Local Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040  
*or* MAT 110 *or* MAT 171  
Additional Fees: \$11.25 Lab

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.

	Class	Lab	WkExp	Credit Hours
<b>BTC 182</b> Pharma Lab Techniques I	2	6	0	4

Prerequisites: BTC 181  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course covers theoretical and technical aspects of dissolution testing and Karl Fischer titrations performed during routine drug stability testing by pharmaceutical industries. Emphasis is placed on solution preparation, drug extractions, dissolution testing, Karl Fischer titrations, and dissolution method development and validation. Upon completion, students should be able to successfully perform and document dissolution

	Class	Lab	WkExp	Credit Hours
testing and Karl Fischer titrations while simultaneously adhering to current good manufacturing practices (cGMP).				

	Class	Lab	WkExp	Credit Hours
<b>BTC 183</b> Pharma Lab Techniques II	2	6	0	4

Prerequisites: BTC 182  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course covers theoretical and technical aspects of High Performance Liquid Chromatography (HPLC) performed during drug stability testing by pharmaceutical industries. Emphasis is placed on HPLC grade solution preparation, drug extractions, assay testing, impurity testing, HPLC method development, and method validation. Upon completion, students should be able to successfully perform and document pharmaceutical HPLC drug testing while simultaneously adhering to current good Laboratory practices (cGLP).

	Class	Lab	WkExp	Credit Hours
<b>BTC 250</b> 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.

	Class	Lab	WkExp	Credit Hours
<b>BTC 270</b> Recombinant DNA Technology	3	3	0	4

Prerequisites: BTC 181 and BTC 250 *or* BTC 181 and BIO 250  
Corequisites: None  
Additional Fees: \$11.25 Lab

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.

	Class	Lab	WkExp	Credit Hours
<b>BTC 275</b> Industrial Microbiology	3	3	0	4

Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168  
Corequisites: None  
Additional Fees: \$11.25 Lab

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 bio-manufacturing 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.

	Class	Lab	WkExp	Credit Hours
<b>BTC 281</b> Bioprocess Techniques	2	6	0	4

Prerequisites: BTC 181  
Corequisites: None  
Local Prerequisites: BTC 181 with a grade of C or better  
Additional Fees: \$22.50 Lab

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.

**BTC 285 Cell Culture** 2 3 0 3  
 Prerequisites: BIO 175, BIO 275, or BTC 275  
 Corequisites: None  
 Local Prerequisites: BTC 181 with a grade of C or better  
 Additional Fees: \$11.25 Lab

This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.

**BTC 286 Immunological Techniques** 3 3 0 4  
 Prerequisites: BTC 285  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

**BTC 287 Adv Molecular Techniques** 2 6 0 4  
 Prerequisites: BIO 175 or BIO 275 and BIO 250 or 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 bio-informatic procedures using reagents and equipment according to prescribed protocols.

**BTC 288 Biotech Lab Experience** 0 6 0 2  
 Prerequisites: BIO 250 or BTC 270 and BTC 281, BTC 285, or BTC 286  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

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.

## 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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>BUS 115 Business Law I</b>	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 for transfer under the CAA as a premajor and/or elective course requirement.

<b>BUS 121 Business Math</b>	2	2	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: 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.

<b>BUS 125 Personal Finance</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

<b>BUS 137 Principles of Management</b>	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 has been approved for transfer under the CAA as a premajor and/or elective course requirement.

<b>BUS 147 Business Insurance</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

<b>BUS 151 People Skills</b>	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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>BUS 153 Human Resource Management</b>	3	0	0	3

Prerequisites: None  
Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

<b>BUS 210 Investment Analysis</b>	3	0	0	3
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Prerequisites: ACC 111 or ACC 120  
Corequisites: None

This course examines the concepts related to financial investment and the fundamentals of managing investments. Emphasis is placed on the securities markets, stocks, bond, and mutual funds, as well as tax implications of investment alternatives. Upon completion, students should be able to analyze and interpret investment alternatives and report findings to users of financial information.

<b>BUS 217 Employment Law and Regs</b>	3	0	0	3
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Prerequisites: None  
Corequisites: None

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

<b>BUS 225 Business Finance</b>	2	2	0	3
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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.

<b>BUS 230 Small Business Management</b>	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

<b>BUS 234 Training and Development</b>	3	0	0	3
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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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>BUS 235 Performance Management</b>	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.

<b>BUS 238 Integrated Management</b>	3	0	0	3
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Prerequisites: BUS 137  
Corequisites: None  
Local Prerequisites: 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 business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business.

<b>BUS 240 Business Ethics</b>	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

<b>BUS 255 Org Behavior in Business</b>	3	0	0	3
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Prerequisites: None  
Corequisites: None

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

<b>BUS 256 Recruit Select &amp; Per Plan</b>	3	0	0	3
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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.

<b>BUS 258 Compensation and Benefits</b>	3	0	0	3
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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.

**BUS 259 HRM Applications** 3 0 0 3  
 Prerequisites: BUS 217, BUS 234, BUS 256, and BUS 258  
 Corequisites: None  
 Local Prerequisite: Enrollment in Business Administration:  
 Human Resources Management program

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.

**BUS 260 Business Communication** 3 0 0 3  
 Prerequisites: ENG 110 or ENG 111  
 Corequisites: None  
 Additional Fees: \$77.84 Course Materials

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.

**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.

### 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  
 Additional Fees: \$56.25 Lab\*

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  
 Additional Fees: \$56.25 Lab\*

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

**CAR 113 Carpentry III** 3 9 0 6  
 Prerequisites: CAR 111  
 Corequisites: None  
 Local Corequisites: CAR 112  
 Additional Fees: \$33.75 Lab\*

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 & Equipment** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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: None  
 Local Prerequisites: 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 Prerequisites: Enrollment in CT/MRI diploma or CT certificate program.  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

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.

Clinic/ Credit  
Class Lab WkExp Hours

## COMPUTER ENGINEERING TECHNOLOGY

**CET 111** Computer Upgrade/Repair I            2    3    0    3  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab

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.

**CET 211** Computer Upgrade/Repair II            2    3    0    3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: CET 111 or CTS 120  
Additional Fees: \$11.25 Lab\*

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

## CHEMISTRY

*Enrollment in any chemistry course more than two times requires the written permission 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: DMA 010, DMA 020, DMA 030, DMA 040 *or* DMA 025 and DMA 040 *or* MAT 121 *or* MAT 171  
Corequisites: None  
Local Prerequisites: DRE 098 *and* MAT 110 *or* DMA 010, DMA 020, DMA 030, and DMA 040 *or* Appropriate placement test score  
Additional Fees: \$7.50 Lab

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.

**CHM 131** Introduction to Chemistry            3    0    0    3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: DRE 098 *and* DMA 010, DMA 020, DMA 030, and DMA 040 *or* Appropriate placement test score  
Local Corequisites: 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 for transfer under the CAA as a general education course*

Clinic/ Credit  
Class Lab WkExp Hours

*in Natural Science. At PCC, emphasis is placed on applications to health and environmental issues.*

**CHM 131A** Intro to Chemistry Lab            0    3    0    1  
Prerequisites: None  
Corequisites: CHM 131  
Local Prerequisite: DRE 098 *and* DMA 010, DMA 020, DMA 030, and DMA 040 *or* Appropriate placement test score  
Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a general education course in Natural Science.*

**CHM 132** Organic and Biochemistry            3    3    0    4  
Prerequisites: CHM 131 and CHM 131A *or* CHM 151  
Corequisites: None  
Local Prerequisites: CHM 131 and CHM 131A *or* CHM 151; with a grade of C or better  
Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a general education course in Natural Science. At PCC, emphasis is placed on applications to health and environmental issues.

**CHM 151** General Chemistry I            3    3    0    4  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: DRE 098 *or* appropriate placement test score  
Local Corequisite: MAT 171 *or* MAT 271  
Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**CHM 152** General Chemistry II            3    3    0    4  
Prerequisites: CHM 151  
Corequisites: None  
Local Prerequisites: CHM 151 with a grade of C or better  
Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>CHM 251 Organic Chemistry I</b>	3	3	0	4

Prerequisites: CHM 152  
Corequisites: None  
Local Prerequisites: CHM 152 with a grade of C or better  
Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>CHM 252 Organic Chemistry II</b>	3	3	0	4
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Prerequisites: CHM 251  
Corequisites: None  
Local Prerequisites: CHM 251 with a grade of C or better  
Additional Fees: \$11.25 Lab

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>CHM 263 Analytical Chemistry</b>	3	4	0	5
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Prerequisites: CHM 132 or CHM 152  
Corequisites: None  
Additional Fees: \$15.00 Lab

This course covers the knowledge and Laboratory skills needed to perform chemical analysis. Emphasis is placed on developing Laboratory techniques used in the separation, identification, and quantification of selected substances. Upon completion, students should be able to perform Laboratory techniques employed in substance identification and volumetric analysis and interpret the results. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

#### INFORMATION SYSTEMS

<b>CIS 070 Fundamentals of Computing</b>	0	2	0	1
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: Appropriate placement test score  
Additional Fees: \$7.50 Lab

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>CIS 110 Introduction to Computers</b>	2	2	0	3

Prerequisites: None  
Corequisites: None  
Local Prerequisites: CIS 070 or appropriate placement test score  
Additional Fees: \$7.50 Lab, \$105.84 Course Materials

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 for transfer under the CAA as a general education course in Mathematics (Quantitative).*

<b>CIS 111 Basic PC Literacy</b>	1	2	0	2
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: CIS 070  
Additional Fees: \$7.50 Lab, \$105.84 Course Materials

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.

#### CRIMINAL JUSTICE

<b>CJC 100 Basic Law Enforcement Train</b>	10	30	0	20
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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.**

<b>CJC 111 Intro to Criminal Justice</b>	3	0	0	3
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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 under the CAA as a premajor and/or elective course requirement.*

<b>CJC 112 Criminology</b>	3	0	0	3
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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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>CJC 113 Juvenile Justice</b>	3	0	0	3

Prerequisites: None  
Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special 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.

<b>CJC 114 Investigative Photography</b>	1	2	0	2
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Prerequisites: None  
Corequisites: None

This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

<b>CJC 116 Intro to Info Security</b>	3	0	0	3
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Prerequisites: CIS 110 or CIS 111  
Corequisites: None

Local Prerequisites: Enrollment in Criminal Justice Technology;  
Financial Crime/Computer Fraud program

This course introduces the students to undercover techniques necessary to identify information security breaches and establish, maintain and monitor information security systems. Emphasis will be placed on the investigative tools used to collect evidence in cases of illegal activity. Upon completion students should be able to evaluate information systems, identify security problems and provide procedures to guard against security breaches.

<b>CJC 120 Interviews/Interrogations</b>	1	2	0	2
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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.

<b>CJC 121 Law Enforcement Operations</b>	3	0	0	3
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Prerequisites: None  
Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>CJC 122 Community Policing</b>	3	0	0	3
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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

	Class	Lab	Clinic/ WkExp	Credit Hours
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.				

<b>CJC 131 Criminal Law</b>	3	0	0	3
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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.

<b>CJC 132 Court Procedure &amp; Evidence</b>	3	0	0	3
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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.

<b>CJC 141 Corrections</b>	3	0	0	3
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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 under the CAA as a premajor and/or elective course requirement.*

<b>CJC 160 Terrorism: Underlying Issue</b>	3	0	0	3
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Prerequisites: None  
Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

<b>CJC 211 Counseling</b>	3	0	0	3
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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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>CJC 212 Ethics &amp; Comm Relations</b>	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.

<b>CJC 213 Substance Abuse</b>	3	0	0	3
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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.

<b>CJC 214 Victimology</b>	3	0	0	3
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Prerequisites: None  
Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

<b>CJC 215 Organization &amp; Administration</b>	3	0	0	3
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Prerequisite: None  
Corequisite: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

<b>CJC 216 Computer Sys Secur Invest</b>	3	0	0	3
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Prerequisites: CJC 116  
Corequisites: None  
Local Prerequisites: Enrollment in Criminal Justice Technology:  
Financial Crime/Computer Fraud program

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>CJC 217 Netwk Secur Troubleshoot</b>	3	0	0	3

Prerequisites: CJC 216  
Corequisites: None  
Local Prerequisites: Enrollment in Criminal Justice Technology:  
Financial Crime/Computer Fraud program

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.

<b>CJC 221 Investigative Principles</b>	3	2	0	4
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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.

<b>CJC 222 Criminalistics</b>	3	0	0	3
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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.

<b>CJC 223 Organized Crime</b>	3	0	0	3
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Prerequisites: None  
Corequisites: None

This course introduces the evolution of traditional and nontraditional 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.

<b>CJC 225 Crisis Intervention</b>	3	0	0	3
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Prerequisites: None  
Corequisites: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>CJC 231</b> Constitutional Law	3	0	0	3

Prerequisites: None  
Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

<b>CJC 233</b> Correctional Law	3	0	0	3
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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.

<b>CJC 241</b> Community-Based Corrections	3	0	0	3
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Prerequisites: None  
Corequisites: None

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

<b>CJC 249</b> Forensic Accounting	2	2	0	3
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Prerequisites: ACC 120  
Corequisites: None  
Local Prerequisites: Enrollment in Criminal Justice Technology:  
Financial Crime/Computer Fraud program

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.

### CONSTRUCTION MANAGEMENT

<b>CMT 210</b> Construction Management Fund	3	0	0	3
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Prerequisites: None  
Corequisites: None

This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>CMT 214</b> Planning and Scheduling	3	0	0	3

Prerequisites: CMT 210 and BPR 130  
Corequisites: None

This course covers the need for and the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling formats, planning for production, short interval planning, schedule updating and revising, and computer-based planning and scheduling. Upon completion, the student should be able to understand the need for planning and scheduling, the language and logic of scheduling, and use of planning skills.

### COMMUNICATION

<b>COM 110</b> Introduction to Communication	3	0	0	3
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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 for transfer under the CAA as a general education course in English Composition.*

<b>COM 120</b> Intro Interpersonal Com	3	0	0	3
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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 for transfer under the CAA as a general education course in English Composition.*

<b>COM 140</b> Intro Intercultural Com	3	0	0	3
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Prerequisites: None  
Corequisites: None

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 for transfer under the CAA as a general education course in English Composition.*

<b>COM 231</b> Public Speaking	3	0	0	3
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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 for transfer under the CAA as a*



Clinic/ Credit  
Class Lab WkExp Hours

*general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

Clinic/ Credit  
Class Lab WkExp Hours

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 for transfer under the CAA as a premajor and/or elective course requirement.*

### COMPUTER SCIENCE

**CSC 118** Swift Programming I                    2    3    0    3  
 Prerequisite: None  
 Corequisite: None  
 Additional Fees: \$11.25 Lab\*

This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language.

**CSC 120** Computing Fundamentals I             3    2    0    4  
 Prerequisites: DMA 010–DMA 030 and DMA 045; DMA 010–DMA 050; DMA 025, DMA 040 and DMA 050; DMA 025 and DMA 045; MAT 121; or MAT 171  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**CSC 121** Python Programming                 2    3    0    3  
 Prerequisite: None  
 Corequisite: None  
 Local Prerequisites: CTI 110, MAT 172, or SGD 113  
 Additional Fees: \$11.25 Lab

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

**CSC 134** C++ Programming                    2    3    0    3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 110, MAT 172, or SGD 113  
 Additional Fees: \$11.25 Lab

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 under the CAA as a premajor and/or elective course requirement.*

**CSC 151** JAVA Programming                 2    3    0    3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 110, MAT 172, or SGD 113  
 Additional Fees: \$11.25 Lab

This course introduces computer programming using the JAVA programming language with object-oriented programming principles.

**CSC 218** Swift Programming II                2    3    0    3  
 Prerequisite: CSC 118  
 Corequisite: None  
 Additional Fees: \$11.25 Lab\*

This course introduces advanced iOS application development using the Swift programming language. Emphasis is placed on navigation, data manipulation, web services, prototyping, debugging, and project planning. Upon completion, students should be able to develop advanced multifunctional iOS and Apple applications using the Swift programming language.

**CSC 221** Advanced Python Programming     2    2    0    3  
 Prerequisites: CSC 121  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs.

**CSC 234** Advanced C++ Programming         2    3    0    3  
 Prerequisites: CSC 134  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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, subprograms, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

**CSC 251** Advanced JAVA Programming       2    3    0    3  
 Prerequisites: CSC 151  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

**CSC 289** Programming Capstone Project     1    4    0    3  
 Prerequisites: CTI 110, CTI 120, and CTS 115  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

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.

	Class		Clinic/ Credit	
	Lab	WkExp	Hours	
<b>CONSTRUCTION</b>				
<b>CST 131 OSHA/Safety/Certification</b>	2	2	0	3
Prerequisites: None Corequisites: None Additional Fees: \$7.50 Lab*				
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.				
<b>CST 211 Construction Surveying</b>	2	3	0	3
Prerequisites: MAT 121 or MAT 171 Corequisites: None Additional Fees: \$11.25 Lab*				
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.				
<b>CST 221 Statics/Structures</b>	3	3	0	4
Prerequisites: ARC 112, CAR 112, or CST 112 and MAT 110, MAT 121, or MAT 171 Corequisite: None Local Prerequisites: Choose between MAT 121 or MAT 171 Additional Fees: \$11.25 Lab*				
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.				
<b>CST 241 Planning/Estimating I</b>	2	2	0	3
Prerequisites: BPR 130, MAT 121, or MAT 171 Corequisites: None Additional Fees: \$7.50 Lab				
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.				

**COMPUTER TECHNOLOGY INTEGRATION**

<b>CTI 110 Web, Pgm, &amp; Db Foundation</b>	2	2	0	3
Prerequisites: None Corequisites: None Local Prerequisites: CIS 070 Additional Fees: \$7.50 Lab				

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

	Class		Clinic/ Credit	
	Lab	WkExp	Hours	
<b>CTI 120 Network &amp; Sec Foundation</b>				
Prerequisites: None Corequisites: None Local Prerequisites: CIS 070 Additional Fees: \$7.50 Lab				

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

<b>CTI 140 Virtualization Concepts</b>	1	4	0	3
Prerequisites: None Corequisites: None Additional Fees: \$15.00 Lab*				

This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

<b>CTI 175 Intro to Wireless Technology</b>	2	2	0	3
Prerequisites: None Corequisites: None Local Prerequisites: NET 125 Additional Fees: \$7.50 Lab				

This course introduces the student to the technologies and standards of wireless telecommunications. Topics include the design, implementation, configuration, security, standards and protocols of wireless local area networks (WLAN). Upon completion, students should be able to design, implement, and administer wireless local area networks.

<b>CTI 289 CTI Capstone Project</b>	1	6	0	3
Prerequisite: CTI 110, CTI 120, and CTI 115 Corequisite: None Additional Fees: \$15.00 Lab				

This course provides students an opportunity to complete a significant integrated technology project from the design phase through implementation with minimal instructor support. Emphasis is placed on technology policy, process planning, procedure definition, systems architecture, and security issues to create projects for the many areas in which computer technology is integrated. Upon completion, students should be able to create, implement, and support a comprehensive technology integration project from the planning and design phase through implementation.

**COMPUTER INFORMATION TECHNOLOGY**

<b>CTS 115 Info Sys Business Concepts</b>	3	0	0	3
Prerequisites: None Corequisites: None Local Prerequisites: CIS 070				

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 for transfer under the CAA as a premajor and/or elective course requirement.*



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>CTS 120 Hardware/Software Support</b>	2	3	0	3

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 110  
 Additional Fees: \$11.25 Lab

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.

<b>CTS 130 Spreadsheet</b>	2	2	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 110  
 Additional Fees: \$7.50 Lab, \$105.84 Course Materials

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.

<b>CTS 155 Tech Support Functions</b>	2	2	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTS 120  
 Additional Fees: \$7.50 Lab

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.

<b>CTS 220 Adv Hard/Software Support</b>	2	3	0	3
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Prerequisites: CTS 120  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

<b>CTS 285 Systems Analysis &amp; Design</b>	3	0	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CSC 121, CSC 134, or CSC 151

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>CTS 288 Professional Practices in IT</b>	2	2	0	3

Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides students with the business skills needed for success in the information technology field. Topics include portfolio development, resume design, interviewing techniques and professional practices. Upon completion, students should be able to prepare themselves and their work for a career in the information technology field.

### CARDIOVASCULAR SONOGRAPHY

<b>CVS 160 CVS Clinical Ed I</b>	0	4	9	5
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Cardiovascular Sonography/  
 Echocardiography program  
 Additional Fees: \$45.00 Dosimeter Badge, \$15.00 Lab, and  
 \$16.00 Malpractice

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.

<b>CVS 161 CVS Clinical Ed II</b>	0	0	24	8
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Prerequisites: CVS 160  
 Corequisites: None  
 Local Prerequisites: 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.

<b>CVS 162 CVS Clinical Ed III</b>	0	0	15	5
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Prerequisites: CVS 161  
 Corequisites: None  
 Local Prerequisites: 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.

<b>CVS 163 Echo I</b>	3	2	0	4
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Cardiovascular Sonography/  
 Echocardiography program  
 Additional Fees: \$7.50 Lab

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>CVS 164 Echo II</b>	3	2	0	4

Prerequisites: CVS 163  
Corequisites: None  
Local Prerequisites: Enrollment in Cardiovascular Sonography/  
Echocardiography program  
Additional Fees: \$7.50 Lab

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.

<b>CVS 260 CVS Clinical Ed IV</b>	0	0	24	8
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Prerequisites: CVS 162  
Corequisites: None  
Local Prerequisites: 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.

<b>CVS 261 CVS Clinical Ed V</b>	0	0	24	8
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Prerequisites: CVS 260  
Corequisites: None  
Local Prerequisites: 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.

<b>CVS 277 Cardiovascular Topics</b>	2	0	0	2
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in Cardiovascular Sonography/  
Echocardiography program  
Additional Fees: \$250.00 Credential exam

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

<b>DBA 110 Database Concepts</b>	2	3	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: CTI 110  
Additional Fees: \$11.25 Lab

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DBA 112 Database Utilization</b>	2	2	0	3

Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end user mode.

<b>DBA 120 Database Programming I</b>	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: DBA 110  
Additional Fees: \$7.50 Lab

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.

### DRAFTING

<b>DFT 111 Technical Drafting I</b>	1	3	0	2
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab\*

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

<b>DFT 151 CAD I</b>	2	3	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab

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.

<b>DFT 152 CAD II</b>	2	3	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab

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.

<b>DFT 153 CAD III</b>	2	3	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DFT 170</b> Engineering Graphics	2	2	0	3

Prerequisites: None  
Corequisites: None  
Local Prerequisites: MAT 171

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

### DEVELOPMENTAL MATHEMATICS

<b>DMA 010</b> Operations with Integers	0.75	0.50	0	1
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Prerequisites: None  
Corequisites: None

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

<b>DMA 020</b> Fractions and Decimals	0.75	0.50	0	1
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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.

<b>DMA 030</b> Propor/Ratio/Rate/Percent	0.75	0.50	0	1
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Prerequisites: DMA 010 and DMA 020  
Corequisites: None

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

<b>DMA 040</b> Express/Lin Equat/Inequal	0.75	0.50	0	1
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Prerequisites: DMA 010, DMA 020, and DMA 030 *or* DMA-025  
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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DMA 050</b> Graphs/Equations of Lines	0.75	0.50	0	1

Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040 *or* DMA 025 and DMA-040  
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.

<b>DMA 060</b> Polynomial/Quadratic Appl	0.75	0.50	0	1
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Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 *or* DMA 010, DMA 020, DMA 030, DMA 045 *or* DMA 025, DMA 040, DMA 050 *or* DMA 025 and DMA 045  
Corequisites: None

This course provides a study of problems involving algebraic representations of quadratic equations. 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.

<b>DMA 070</b> Rational Express/Equation	0.75	0.50	0	1
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Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 *or* DMA 010, DMA 020, DMA 030, DMA 045, DMA 060, *or* DMA 025, DMA 040, DMA 050, DMA 060, *or* DMA 025, DMA 045, and DMA 060  
Corequisites: None

This course provides a study of problems involving 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.

<b>DMA 080</b> Radical Express/Equations	0.75	0.50	0	1
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Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, *or* DMA 010, DMA 020, DMA 030, DMA 045, DMA 060, DMA 070, *or* DMA 025, DMA 040, DMA 050, DMA 060, DMA 070, *or* DMA 025, DMA 045, DMA 060, DMA 070  
Corequisites: None

This course provides a study of problems involving algebraic representations of the manipulation of radical expressions and the application of radical equations. Topics include simplifying and performing operations with radical expressions and rational exponents, solving radical equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

### DEVELOPMENTAL MATH SHELL

<b>DMS 001</b> Developmental Math Shell 1	0.75	0.5	0	1
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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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DMS 003</b> 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

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DOS 210</b> Introduction to Dosimetry	2	3	0	3

Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in Medical Dosimetry program  
Additional Fees: \$11.25 Lab

This course provides a review of the principles and practices of radiation therapy and introduces the students to the roles, responsibilities, and ethical standards relating to the medical dosimetry practice, the oncology team, and professional organizations. Emphasis is placed on content specifications from the American Registry of Radiologic Technologists radiation therapy examination, Health Insurance Portability and Accountability Act (HIPAA), coding, clinical trials, individual/organizational accrediting agencies and the interrelationships of oncology professional organizations. Upon completion, students should be able to pass the mock registry examinations and identify medical dosimetry practice standards related to HIPAA legislation, billing, and accreditation.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DOS 220</b> Treatment Planning I	1	3	0	2

Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in Medical Dosimetry program  
Additional Fees: \$11.25 Lab

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DOS 221</b> Treatment Planning II	1	3	0	2

Prerequisites: DOS 220  
Corequisites: None  
Local Prerequisites: Enrollment in Medical Dosimetry program  
Additional Fees: \$11.25

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DOS 230</b> Clinical Research Exper	0	6	0	2

Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in Medical Dosimetry program  
Additional Fees: \$22.50 Lab

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DOS 243</b> Dosimetry Physics	1	3	0	2

Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in Medical Dosimetry program  
Additional Fees: \$11.25 Lab

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DOS 250</b> Dose Calculations	2	0	0	2

Prerequisites: DOS 210 and DOS 220  
Corequisites: None  
Local Prerequisites: 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	Clinic/ WkExp	Credit Hours
<b>DOS 260</b> Dosimetry Special Procedures	2	3	0	3

Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in Medical Dosimetry program  
Additional Fees: \$11.25 Lab

This course is designed to present concepts and techniques for special procedures used in radiation oncology. Topics include image guided radiation therapy, stereotactic radiotherapy, stereotactic radiosurgery, volumetric arc therapy, proton therapy, and brachytherapy. Upon completion, students should be able to integrate all facets of special procedures in radiation oncology practice.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DOS 270</b> Medical Dosimetry Capstone	2	0	0	2

Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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 components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level dosimetrist.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DOS 280</b> Clinical Education I	0	0	12	4

Prerequisites: None

Corequisites: None

Local Prerequisites: Enrollment in Medical Dosimetry program

Additional Fees: \$16.00 Malpractice

This course provides an experiential opportunity for the student to observe and participate in the clinical areas associated with medical dosimetry practice. Emphasis is placed on medical dosimetry practice including simulation, medical physics, and treatment planning. Upon completion, students should be able to demonstrate competency in clinical objectives.

<b>DOS 281</b> Clinical Education II	0	0	12	4
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Prerequisites: DOS 280

Corequisites: None

Local Prerequisites: Enrollment in Medical Dosimetry program

This course provides an experiential opportunity for the student to observe and participate in the clinical areas associated with medical dosimetry practice with more focus on treatment planning. Emphasis is placed on physics and radiation safety, anatomical contour segmentation, and pre-competency planning. Upon completion, students should be able to demonstrate competency in clinical objectives.

<b>DOS 282</b> Clinical Education III	0	0	12	4
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Prerequisites: DOS 281

Corequisites: None

Local Prerequisites: Enrollment in Medical Dosimetry program

This course provides an experiential opportunity for the student to observe and participate in increasingly more complicated medical dosimetry procedures. Emphasis is placed on external beam treatment planning. Upon completion, students should be able to demonstrate competency in clinical objectives.

<b>DOS 283</b> Clinical Education IV	0	0	15	5
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Prerequisites: DOS 282

Corequisites: None

Local Prerequisites: Enrollment in Medical Dosimetry program

Additional Fees: \$16.00 Malpractice

This course provides an experiential opportunity for the student to observe and participate in increasingly more complicated medical dosimetry procedures. Emphasis is placed on all aspects of external beam treatment planning including IMRT and IGRT. Upon completion, students should be able to demonstrate competency in clinical objectives.

<b>DOS 284</b> Clinical Education V	0	0	15	5
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Prerequisites: DOS 283

Corequisites: None

Local Prerequisites: Enrollment in Medical Dosimetry program

This course provides an experiential opportunity for the student to observe and participate more autonomously in the clinical areas associated with medical dosimetry practice. Emphasis is placed on all aspects of treatment planning, dose verification, quality assurance and special procedures. Upon completion, students should be able to demonstrate competency in clinical objectives.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>DRAMA</b>				

<b>DRA 111</b> Theatre Appreciation	3	0	0	3
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Prerequisites: None

Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>DRA 130</b> Acting I	0	6	0	3
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Prerequisites: None

Corequisites: None

Additional Fees: \$22.50 Lab

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>DRA 131</b> Acting II	0	6	0	3
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Prerequisites: DRA 130

Corequisites: None

Additional Fees: \$22.50 Lab

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>DRA 135</b> Acting for the Camera I	1	4	0	3
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Prerequisites: None

Corequisites: None

Additional Fees: \$15.00 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>DRA 136</b> Acting for the Camera II	1	4	0	3
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Prerequisites: DRA 135

Corequisites: None

Additional Fees: \$15.00 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>DEVELOPMENTAL READING/ENGLISH</b>				
<b>DRE 096</b> Integrated Reading and 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 (TM) 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. Please note: (TM) stands for registered trademark.				
<b>DRE 097</b> Integrated Reading Writing II	2.5	1	0	3
Prerequisites: DRE 096 Corequisites: None				
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: (TM) represents registered trademark.				
<b>DRE 098</b> 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 (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.				

**ECONOMICS**

**ECO 251** Prin of Microeconomics      3      0      0      3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DMA 050

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>ECO 252</b> Prin of Macroeconomics	3	0	0	3
Prerequisites: None Corequisites: None Local Prerequisites: 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 of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. <i>This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.</i>				

**ECO 252** Prin of Macroeconomics

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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 of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**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, appropriate environments, schedules, and activity plans.

**EDU 131** Child, Family, and Community      3      0      0      3  
 Prerequisites: None  
 Corequisites: DRE 097  
 Local Prerequisites: DRE 097

This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, coLaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

**EDU 144** Child Development I      3      0      0      3  
 Prerequisites: None  
 Corequisites: DRE 097  
 Local Prerequisites: DRE 097

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>EDU 145 Child Development II</b>	3	0	0	3

Prerequisites: None  
 Corequisites: DRE 097  
 Local Prerequisites: DRE 097

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>EDU 146 Child Guidance</b>	3	0	0	3
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Prerequisites: None  
 Corequisites: DRE 097  
 Local Prerequisites: DRE 097

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

<b>EDU 151 Creative Activities</b>	3	0	0	3
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Prerequisites: None  
 Corequisites: DRE 097  
 Local Prerequisites: DRE 097  
 Local Corequisites: EDU 151A

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

<b>EDU 151A Creative Activities Lab</b>	0	2	0	1
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Prerequisites: None  
 Corequisites: DRE 097 and EDU 151  
 Local Prerequisites: 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. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>EDU 153 Health, Safety, and Nutrition</b>	3	0	0	3

Prerequisites: None  
 Corequisites: DRE 097  
 Local Prerequisites: DRE 097  
 Local Corequisites: EDU 153A

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

<b>EDU 184 Early Child Intro Pract</b>	1	3	0	2
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Prerequisites: EDU 119  
 Corequisites: DRE 097  
 Local Prerequisites: DRE 097, 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.

<b>EDU 216 Foundations of Education</b>	3	0	0	3
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Prerequisites: None  
 Corequisites: DRE 098  
 Local Prerequisites: DRE 098

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>EDU 221 Children with Exceptionalities</b>	3	0	0	3
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Prerequisites: EDU 144 and EDU 145 *or* PSY 244 and PSY 245  
 Corequisites: DRE 098  
 Local Prerequisites: DRE 098

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>EDU 234</b> Infants, Toddlers, and Twos	3	0	0	3

Prerequisites: EDU 119

Corequisites: DRE 098

Local Prerequisites: DRE 098

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

<b>EDU 235</b> School-Age Develop & Programs	3	0	0	3
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Prerequisites: None

Corequisites: DRE 098

Local Prerequisites: 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 and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.

<b>EDU 250</b> Teacher Licensure Preparation	3	0	0	3
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Prerequisites: ENG-111 and MAT 143, MAT 152, or MAT 171

Corequisites: None

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

<b>EDU 251</b> Exploration Activities	3	0	0	3
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Prerequisites: None

Corequisites: DRE 098

Local Prerequisites: DRE 098, EDU 151 and EDU 151A

Local Corequisites: EDU 251A

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>EDU 261</b> Early Childhood Admin I	3	0	0	3

Prerequisites: None

Corequisites: DRE 098 and EDU 119

Local Prerequisites: DRE 098

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

<b>EDU 262</b> Early Childhood Admin II	3	0	0	3
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Prerequisites: DRE 098, EDU 119, and EDU 261

Corequisites: None

Local Prerequisites: 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.

<b>EDU 280</b> Language/Literacy Experiences	3	0	0	3
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Prerequisites: None

Corequisites: DRE 098

Local Prerequisites: DRE 098

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

<b>EDU 284</b> Early Child Capstone Prac	1	9	0	4
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Prerequisites: EDU 119, EDU 151, EDU 146 and

EDU 144 and EDU 145 or PSY 244 and PSY 245 or

PSY 245 and EDU 144 or PSY 244, EDU 145

Corequisites: DRE 098

Local Prerequisites: DRE 098

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

	Class	Lab	Clinic/ WkExp	Credit Hours
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## ENGINEERING

**EGR 120** Eng and Design Graphics                    2    2    0    3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab\*

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  
 Additional Fees: \$7.50 Lab\*

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 Corequisite: 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 for transfer under the CAA as a premajor and/or elective course requirement.*

**EGR 214** Num Methods for Engineers            3    0    0    3  
 Prerequisite: MAT 272  
 Corequisite: None

This course introduces contemporary methods and tools for numerical analysis in engineering. Topics include numerical methods in differentiation, integration, root-finding, linear and non-linear regressions. Upon completion, students should be able to demonstrate: basic structured programming concepts involving decision making, loops, functions, and parameter passing; common numerical methods used in engineering analysis; estimation of the amount of error inherent in different numerical methods; assessment of numerical efficiency; method assessment of numerical efficiency; and convergence properties of different numerical methods. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EGR 220** Engineering Statics                    3    0    0    3  
 Prerequisites: PHY 251  
 Corequisites: MAT 272  
 Local Prerequisites: MAT 272 and PHY 251; with a grade of C or better

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

Clinic/ . Credit  
Class Lab WkExp Hours

which require the ability to analyze systems of forces in static equilibrium. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EGR 225** Engineering Dynamics                    3    0    0    3  
 Prerequisites: EGR 220  
 Corequisites: MAT 273

This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EGR 250** Statics/Strength of Mater                    4    3    0    5  
 Prerequisites: MAT 121 or MAT 171  
 Corequisites: None  
 Additional Fees: \$11.25 Lab\*

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

**EGR 285** Design Project                    0    4    0    2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DFT 151  
 Additional Fees: \$15.00 Lab\*

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

## ELECTRICITY

**ELC 111** Intro to Electricity                    2    2    0    3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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.

**ELC 112** DC/AC Electricity                    3    6    0    5  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ELC 113 Residential Wiring</b>	2	6	0	4

Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

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.

<b>ELC 114 Commercial Wiring</b>	2	6	0	4
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

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.

<b>ELC 115 Industrial Wiring</b>	2	6	0	4
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

<b>ELC 117 Motors and Controls</b>	2	6	0	4
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

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.

<b>ELC 118 National Electrical Code</b>	1	2	0	2
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab\*

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.

<b>ELC 119 NEC Calculations</b>	1	2	0	2
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate

	Class	Lab	Clinic/ WkExp	Credit Hours
code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.				

<b>ELC 125 Diagrams and Schematics</b>	1	2	0	2
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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.

<b>ELC 128 Intro to PLC</b>	2	3	0	3
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

<b>ELC 131 Circuit Analysis I</b>	3	3	0	4
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

<b>ELC 131A Circuit Analysis I Lab</b>	0	3	0	1
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Prerequisites: None  
 Corequisites: ELC 131  
 Additional Fees: \$11.25 Lab\*

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.

<b>ELC 213 Instrumentation</b>	3	2	0	4
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ELC 220 Photovoltaic Sys Tech</b>	2	3	0	3
Prerequisites: None				
Corequisites: None				
Additional Fees: \$11.25 Lab				

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

<b>ELC 228 PLC Applications</b>	2	6	0	4
Prerequisites: None				
Corequisites: None				
Additional Fees: \$22.50 Lab				

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.

### ELECTRONICS

<b>ELN 131 Analog Electronics I</b>	3	3	0	4
Prerequisites: None				
Corequisites: None				
Local Prerequisites: ELC 112 or ELC 131				
Additional Fees: \$11.25 Lab				

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.

<b>ELN 132 Analog Electronics II</b>	3	3	0	4
Prerequisites: None				
Corequisites: None				
Local Prerequisites: ELC 131				
Additional Fees: \$11.25 Lab				

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.

<b>ELN 133 Digital Electronics</b>	3	3	0	4
Prerequisites: None				
Corequisites: None				
Additional Fees: \$11.25 Lab				

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>ELN 229 Industrial Electronics</b>	3	3	0	4
Prerequisites: None				
Corequisites: None				
Additional Fees: \$11.25 Lab				

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.

<b>ELN 231 Industrial Controls</b>	2	3	0	3
Prerequisites: None				
Corequisites: None				
Additional Fees: \$11.25 Lab*				

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.

<b>ELN 232 Intro to Microprocessors</b>	3	3	0	4
Prerequisites: None				
Corequisites: None				
Local Prerequisites: ELN 133				
Additional Fees: \$11.25 Lab*				

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.

<b>ELN 234 Communication Systems</b>	3	3	0	4
Prerequisites: None				
Corequisites: None				
Additional Fees: \$11.25 Lab*				

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.

<b>ELN 275 Troubleshooting</b>	1	3	0	2
Prerequisites: None				
Corequisites: None				
Additional Fees: \$11.25 Lab*				

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		Clinic/ Credit	
	Lab	WkExp	Hours	
<b>EMERGENCY MEDICAL SCIENCE</b>				
<b>EMS 110 EMT</b>	6	6	0	8
Prerequisites: None Corequisites: None Local Prerequisites: Enrollment in EMS program Additional Fees: \$49.00 EMT Testing, \$22.50 Lab, \$16.00 Malpractice				
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.				
<b>EMS 122 EMS Clinical Practicum I</b>	0	0	3	1
Prerequisites: EMS 110 Corequisites: EMS 130 Local Prerequisites: Enrollment in EMS program Additional Fees: \$39.00 NCRS Testing, \$183.50 EMS Testing and Platinum Planner				
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.				
<b>EMS 125 EMS Instructor Methodology</b>	1	2	0	2
Prerequisites: None Corequisites: None Local Prerequisites: Enrollment in EMS program Additional Fees: \$7.50 Lab				
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.				
<b>EMS 130 Pharmacology</b>	3	3	0	4
Prerequisites: EMS 110 Corequisites: EMS 122 Local Prerequisites: Enrollment in EMS program Additional Fees: \$11.25 Lab				
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.				
<b>EMS 131 Advanced Airway Management</b>	1	2	0	2
Prerequisites: EMS 110 Corequisites: None Local Prerequisites: Enrollment in EMS program Additional Fees: \$7.50 Lab				
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		Clinic/ Credit	
	Lab	WkExp	Hours	
<b>EMS 140 Rescue Scene Management</b>	1	3	0	2
Prerequisites: None Corequisites: None Local Prerequisites: Enrollment in EMS program Local Corequisite: ACA 111 and PSY 150 Additional Fees: \$11.25 Lab				

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.

<b>EMS 150 Emerg Vehicles &amp; EMS Comm</b>	1	3	0	2
Prerequisites: None Corequisites: None Local Prerequisites: Enrollment in EMS program Local Corequisite: HUM 115 or PHI 240 Additional Fees: \$11.25 Lab				

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.

<b>EMS 160 Cardiology I</b>	1	3	0	2
Prerequisites: EMS 110 Corequisites: None Local Prerequisites: Enrollment in EMS program Additional Fees: \$11.25 Lab				

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.

<b>EMS 220 Cardiology II</b>	2	3	0	3
Prerequisites: EMS 122, EMS 130, and EMS 160 Corequisites: None Local Prerequisites: Enrollment in EMS program Additional Fees: \$11.25 Lab				

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.

<b>EMS 221 EMS Clinical Practicum II</b>	0	0	6	2
Prerequisites: EMS 122 and EMS 130 Corequisites: None Local Prerequisites: Enrollment in EMS program				

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>EMS 231</b> EMS Clinical Pract III	0	0	9	3

Prerequisites: EMS 130 and EMS 221  
Corequisites: None  
Local Prerequisites: Enrollment in EMS program  
Additional Fees: \$16.00 Malpractice

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.

<b>EMS 240</b> Patients w/ Special Challenges	1	2	0	2
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Prerequisites: EMS 122 and EMS 130  
Corequisites: None  
Local Prerequisites: Enrollment in EMS program  
Additional Fees: \$7.50 Lab

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.

<b>EMS 241</b> EMS Clinical Practicum IV	0	0	12	4
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Prerequisites: EMS 130 and EMS 231  
Corequisites: None  
Local Prerequisites: Enrollment in EMS program

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.

<b>EMS 250</b> Medical Emergencies	3	3	0	4
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Prerequisites: EMS 122 and EMS 130  
Corequisites: None  
Local Prerequisites: Enrollment in EMS program  
Additional Fees: \$11.25 Lab

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.

<b>EMS 260</b> Trauma Emergencies	1	3	0	2
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Prerequisites: EMS 122 and EMS 130  
Corequisites: None  
Local Prerequisites: Enrollment in EMS program  
Additional Fees: \$11.25 Lab

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 multisystem trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion,

	Class	Lab	WkExp	Credit Hours
students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.				

<b>EMS 270</b> Life Span Emergencies	2	3	0	3
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Prerequisites: EMS 122 and EMS 130  
Corequisites: None  
Local Prerequisites: Enrollment in EMS program  
Additional Fees: \$11.25 Lab

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.

<b>EMS 280</b> EMS Bridging Course	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in EMS program  
Additional Fees: \$11.25 Lab

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.

<b>EMS 285</b> EMS Capstone	1	3	0	2
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Prerequisites: EMS 220, EMS 250, and EMS 260  
Corequisites: None  
Local Prerequisites: Enrollment in EMS program  
Additional Fees: \$11.25 Lab

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

<b>ENG 111</b> Writing and Inquiry	3	0	0	3
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Prerequisites: 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 for transfer under the CAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*



	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>ENG 112 Writing/Research in the Disc</b>	3	0	0	3

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 for transfer under the CAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ENG 125 Creative Writing I</b>	3	0	0	3
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ENG 126 Creative Writing II</b>	3	0	0	3
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>ENG 131 Introduction to Literature</b>	3	0	0	3
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Prerequisites: ENG 111

Corequisites: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>ENG 231 American Literature I</b>	3	0	0	3
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Prerequisites: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ENG 232 American Literature II</b>	3	0	0	3
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Prerequisites: 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

	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>ENG 241 British Literature I</b>	3	0	0	3

literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been designated a Writing Intensive course. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ENG 241 British Literature I</b>	3	0	0	3
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Prerequisites: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ENG 242 British Literature II</b>	3	0	0	3
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Prerequisites: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been designated a Writing Intensive course. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ENG 261 World Literature I</b>	3	0	0	3
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Prerequisites: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>ENG 262 World Literature II</b>	3	0	0	3
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Prerequisites: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>ENG 273 African-American Literature</b>	3	0	0	3
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Prerequisites: 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 for transfer under the CAA as a premajor and/or elective course requirement.

### 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.

Class Lab WkExp Hours  
Clinic/ Credit

Class Lab WkExp Hours  
Clinic/ Credit

### 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 for transfer under the CAA as a general education course 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**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 for transfer under the CAA as a general education course 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

### GEOLOGY

**GEL 111** Geology 3 2 0 4  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>GEL 113 Historical Geology</b>	3	2	0	4

Prerequisites: GEL 111 or GEL 120  
Corequisites: None  
Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a general education course in Natural Science.*

<b>GEL 230 Environmental Geology</b>	3	2	0	4
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Prerequisites: GEL 111, GEL 120, or PHS 130  
Corequisites: None  
Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a general education course in Natural Science.*

### GRAPHIC DESIGN

<b>GRD 110 Typography I</b>	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Local Corequisites: GRD 151  
Additional Fees: \$7.50 Lab

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.

<b>GRD 111 Typography II</b>	2	2	0	3
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Prerequisites: GRD 110  
Corequisites: None  
Additional Fees: \$7.50 Lab

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.

<b>GRD 121 Drawing Fundamentals I</b>	1	3	0	2
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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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>GRD 131 Illustration I</b>	1	3	0	2

Prerequisites: ART 131, DES 125, or GRD 121  
Corequisites: None  
Additional Fees: \$11.25 Lab

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.

<b>GRD 141 Graphic Design I</b>	2	4	0	4
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Prerequisites: None  
Corequisites: None  
Local Corequisites: GRD 151  
Additional Fees: \$15.00 Lab

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.

<b>GRD 142 Graphic Design II</b>	2	4	0	4
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Prerequisites: ART 121, DES 135, or GRD 141  
Corequisites: None  
Additional Fees: \$15.00 Lab

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

<b>GRD 151 Computer Design Basics</b>	1	4	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$15.00 Lab

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.

<b>GRD 152 Computer Design Tech I</b>	1	4	0	3
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Prerequisites: GRD 151  
Corequisites: None  
Additional Fees: \$15.00 Lab

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.

<b>GRD 156 Computer Design Apps I</b>	0	3	0	1
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Prerequisites: None  
Corequisites: GRD 151  
Additional Fees: \$11.25 Lab

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>GRD 157</b> 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.

<b>GRD 188</b> Graphic Design for Web I	2	3	0	3
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Prerequisite: 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.

<b>GRD 241</b> Graphic Design III	2	4	0	4
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Prerequisites: DES 136 or GRD 142  
Corequisites: None  
Additional Fees: \$15.00 Lab

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.

<b>GRD 265</b> Digital Print Production	1	4	0	3
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Prerequisites: GRD 151 or GRA 151  
Corequisites: None  
Local Corequisites: GRD 280  
Additional Fees: \$15.00 Lab

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.

<b>GRD 271</b> Multimedia Design I	1	3	0	2
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Prerequisites: GRD 151 or GRA 151  
Corequisites: None  
Additional Fees: \$11.25 Lab

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.

<b>GRD 272</b> Multimedia Design II	1	3	0	2
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Prerequisites: GRD 271  
Corequisites: None  
Additional Fees: \$11.25 Lab

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>GRD 280</b> Portfolio Design	2	4	0	4

Prerequisites: GRD 142 and GRD 152 or GRA 152  
Corequisites: None  
Local Prerequisites: GRD 151 and GRD 241 or GRD 249  
Additional Fees: \$15.00 Lab

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

<b>GRD 281</b> Design of Advertising	1	3	0	2
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to produce advertising for various media and demonstrate an understanding of the complexities and relationships involved in advertising design.

<b>GRD 288</b> Graphic Design for Web II	2	3	0	3
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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

<b>GRO 120</b> Gerontology	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

<b>GRO 150</b> Substance Use and Aging	3	0	0	3
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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.

	Class		Clinic/ Credit	
	Lab	WkExp	Hours	
<b>GRO 220</b> 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.

<b>GRO 230</b> Health, Wellness, & Nutrit	3	2	0	4
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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 wellbeing. Upon completion, students should be able to identify health, wellness, and nutrition concepts related to aging.

<b>GRO 240</b> Gerontology Care Managing	3	0	0	3
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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.

<b>GRO 250</b> Aging Policies Programs & Serv	2	0	0	2
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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

<b>HBI 110</b> Issues and Trends in HBI	3	0	0	3
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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.

<b>HBI 113</b> Survey of Med Insurance	3	0	0	3
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Prerequisites: None  
Corequisites: None

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.

	Class		Clinic/ Credit	
	Lab	WkExp	Hours	
<b>HBI 250</b> Data Mgmt and Utilization	2	2	0	3

Prerequisites: DBA 110, DBA 120, or DBA 210  
Corequisites: None  
Local Prerequisites: DBA 110  
Additional Fees: \$7.50 Lab

This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.

### HEALTH

<b>HEA 110</b> Personal Health/Wellness	3	0	0	3
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

### HISTORY

<b>HIS 111</b> World Civilizations I	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: DRE 098 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

<b>HIS 112</b> World Civilizations II	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: DRE 098 or appropriate placement test score

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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

<b>HIS 121</b> Western Civilization I	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: DRE 098 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







	Class	Lab	WkExp	Clinic/ Hours	Credit
<b>HIT 211 ICD Coding</b>	2	6	0	4	

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: BIO 169, HIT 114, and MED 122 *and*  
 Acceptance in HIT program or permission from instructor  
 Local Corequisites: HIT 124 and HIT 226  
 Additional Fees: \$22.50 Lab

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.

<b>HIT 214 CPT/Other Coding Systems</b>	1	3	0	2	
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Prerequisites: HIT 211  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Additional Fees: \$11.25 Lab

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.

<b>HIT 215 Reimbursement Methodology</b>	1	2	0	2	
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Local Corequisites: HIT 214  
 Additional Fees: \$7.50 Lab

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.

<b>HIT 216 Quality Management</b>	1	3	0	2	
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Prerequisites: HIT 114  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Additional Fees: \$11.25 Lab

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.

	Class	Lab	WkExp	Hours	Clinic/ Credit
<b>HIT 218 Mgmt Principles in HIT</b>	3	0	0	3	

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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.

<b>HIT 220 Health Informatics &amp; EHRs</b>	1	2	0	2	
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Prerequisites: HIT 114 *and* CIS 110 or CIS 111  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Additional Fees: \$7.50

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.

<b>HIT 224 Prof Practice Exp IV</b>	0	0	6	2	
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program or permission from instructor; to be taken in final semester of HIT program  
 Local Corequisites: HIT 214  
 Additional Fees: \$16.00 Malpractice

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.

<b>HIT 225 Healthcare Informatics</b>	3	2	0	4	
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 110 or CIS 111 *and* acceptance in HIT program *or* permission from instructor  
 Additional Fees: \$7.50 Lab

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.

<b>HIT 226 Principles of Disease</b>	3	0	0	3	
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Prerequisites: BIO 166 or BIO 169  
 Corequisites: None  
 Local Prerequisites: 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 Prerequisites: Acceptance in HIT program *or* permission from instructor; 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 Intro to Healthcare Mgt** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

**HMT 210 Medical Insurance** 3 0 0 3  
 Prerequisites: None  
 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 Admin** 3 0 0 3  
 Prerequisites: None  
 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 distinguish between the different long-term care offerings, criteria for use, and benefits of the patient, resident, and participant.

**HMT 212 Mgt of Healthcare Org** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

**HMT 215 Legal Asp of Healthcare Admin** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides a practical examination of healthcare law from the administrative perspective. Emphasis is placed on healthcare law with a working knowledge of ways to improve quality and the legal delivery of healthcare. Upon completion, students should be able to understand and

apply healthcare laws as they relate to the financing, delivery, privacy, and malpractice of healthcare organizations.

**HMT 220 Healthcare Financial Mgmt** 4 0 0 4  
 Prerequisites: HMT 110 and ACC 120  
 Corequisites: None  
 Local Prerequisites: 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  
 Additional Fees: \$7.50 Lab

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.

### HORTICULTURE

**HOR 112 Landscape Design I** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fee: \$11.25 Lab\*

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  
 Additional Fees: \$7.50 Lab\*

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

**HOR 116 Landscape Management I** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab\*

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>HOR 134 Greenhouse Operations</b>	2	2	0	3

Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab\*

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

<b>HOR 160 Plant Materials I</b>	2	2	0	3
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab\*

This course covers species 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.

<b>HOR 162 Applied Plant Science</b>	2	2	0	3
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab\*

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

<b>HOR 164 Hort Pest Management</b>	2	2	0	3
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab\*

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

<b>HOR 166 Soils &amp; Fertilizers</b>	2	2	0	3
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab\*

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>HOR 168 Plant Propagation</b>	2	2	0	3

Prerequisites: None

Corequisites: None

Additional Fee: \$7.50 Lab\*

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.

<b>HOR 215 Landscape Irrigation</b>	2	2	0	3
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab\*

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.

<b>HOR 225 Nursery Production</b>	2	2	0	3
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab\*

This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop.

<b>HOR 235 Greenhouse Production</b>	2	2	0	3
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab\*

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.

<b>HOR 273 Hor Mgmt &amp; Marketing</b>	3	0	0	3
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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

<b>HSC 110 Orientation to Health Careers</b>	1	0	0	1
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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.



	Class			Clinic/	Credit
	Lab	WkExp	Hours		

**HUMAN SERVICES**

**HSE 110** Intro 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 Prerequisites: 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.

**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 Prerequisites: 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 Agency 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 Prerequisites: 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 nonverbal 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  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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 Prerequisites: 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 Prerequisites: Enrollment in the HSE program  
 Additional Fees: \$16.00 Malpractice

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.

	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>HSE 225</b> 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.

<b>HSE 230</b> Change Agency Lab II	0	2	0	1
Prerequisites: HSE 112				
Corequisites: None				
Local Prerequisites: 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.

<b>HSE 251</b> 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.

<b>HSE 255</b> 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

<b>HUM 110</b> 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>HUM 115</b> Critical Thinking	3	0	0	3
Prerequisites: DRE 098				
Corequisites: None				
Local Prerequisites: ENG 111				

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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This course may meet the SACS humanities requirement for AAS degree programs.*

<b>HUM 120</b> Cultural Studies	3	0	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: DRE 098 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>HUM 130</b> 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>HUM 140</b> History of Architecture	3	0	0	3
Prerequisites: None				
Corequisites: None				

This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. *This course has been approved to satisfy the CAA pre-major and/or elective course requirement.*

<b>HUM 160</b> Introduction to Film	2	2	0	3
Prerequisites: None				
Corequisites: None				
Additional Fees: \$7.50 Lab				

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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>HUM 180</b> Internat Cultural Explor	2	3	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: 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 for transfer under the CAA as a premajor and/or elective course requirement.*

### HYDRAULICS

**HYD 110** Hydraulics/Pneumatics I                    2    3    0    3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab\*

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 Prerequisites: 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.

### INDUSTRIAL SCIENCE

**ISC 112** Industrial Safety                    2    0    0    2  
 Prerequisites: 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.

**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.

	Clinic/		Credit
	Class	Lab	WkExp Hours
<b>ISC 131</b> 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.

<b>ISC 132</b> Mfg Quality Control	2	3	0 3
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

<b>ISC 135</b> Principles of Industrial Mgmt	4	0	0 4
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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.

<b>ISC 136</b> Productivity Analysis I	2	3	0 3
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab\*

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.

<b>ISC 140</b> Detailed Sched./Planning	3	0	0 3
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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.

<b>ISC 170</b> Problem-Solving Skills	3	0	0 3
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Prerequisites: None  
 Corequisites: None

This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.



	Class	Lab	WkExp	Clinic/ Credit Hours
<b>ISC 221 Statistical Qual Control</b>	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.

<b>ISC 233 Industrial Org &amp; Mgmt</b>	3	0	0	3
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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.

<b>ISC 243 Prod &amp; Oper Management I</b>	2	3	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab\*

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 ARCHITECTURE

<b>LAR 111 Intro to Landsep Arc Tech</b>	1	6	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab\*

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

<b>LDD 112 Intro Light-Duty Diesel</b>	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab\*

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.

	Class	Lab	WkExp	Clinic/ Credit Hours
<b>LDD 181 Ldd Fuel Systems</b>	2	6	0	4

Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab\*

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.

<b>LDD 183 Air, Exhaust, Emissions</b>	2	6	0	4
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab\*

This course covers terminology, theory and operation of air induction and boost technologies, exhaust, and emission controls used in light-duty diesel engines. Topics 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.

<b>LDD 284 LDD Test and Diagnosis</b>	2	3	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab\*

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.

#### LEGAL EDUCATION

<b>LEX 110 Intro to Paralegal Study</b>	2	0	0	2
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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.

<b>LEX 120 Legal Research/Writing I</b>	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>LEX 121</b> Legal Research/Writing II	2	2	0	3

Prerequisites: LEX 120  
Corequisites: None  
Additional Fees: \$7.50 Lab

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.

<b>LEX 130</b> Civil Injuries	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

<b>LEX 140</b> Civil Litigation I	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Corequisites: 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.

<b>LEX 141</b> Civil Litigation II	2	2	0	3
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Prerequisites: LEX 140  
Corequisites: None  
Additional Fees: \$7.50 Lab

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.

<b>LEX 150</b> Commercial Law I	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

<b>LEX 151</b> Commercial Law II	3	0	0	3
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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,

	Class	Lab	Clinic/ WkExp	Credit Hours
students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.				

<b>LEX 160</b> Criminal Law & Procedure	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

<b>LEX 170</b> Administrative Law	2	0	0	2
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

<b>LEX 210</b> Real Property I	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.

<b>LEX 211</b> Real Property II	1	4	0	3
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Prerequisites: LEX 210  
Corequisites: None  
Additional Fees: \$15.00 Lab

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.

<b>LEX 240</b> Family Law	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>LEX 250</b> Wills, Estates, & Trusts	2	2	0	3

Prerequisites: None

Corequisites: None

Local Prerequisites: ENG 111

Additional Fees: \$7.50 Lab

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.

<b>LEX 260</b> Bankruptcy and Collections	3	0	0	3
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Prerequisites: None

Corequisites: None

Local Corequisites: 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.

<b>LEX 280</b> Ethics & Professionalism	2	0	0	2
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Prerequisites: None

Corequisites: None

Local Prerequisites: 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

<b>LSG 121</b> Fall Gardening Lab	0	6	0	2
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Prerequisites: None

Corequisites: None

Additional Fees: \$22.50 Lab\*

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.

<b>LSG 122</b> Spring Gardening Lab	0	6	0	2
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Prerequisites: None

Corequisites: None

Additional Fees: \$22.50 Lab\*

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

<b>MAC 121</b> Intro to CNC	2	0	0	2
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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.

<b>MAC 122</b> CNC Turning	1	3	0	2
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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.

<b>MAC 124</b> CNC Milling	1	3	0	2
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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.

<b>MAC 141</b> Machining Applications I	2	6	0	4
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Prerequisites: None

Corequisites: None

Additional Fees: \$22.50 Lab\*

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.

<b>MAC 142</b> Machining Applications II	2	6	0	4
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Prerequisites: None

Corequisites: None

Additional Fees: \$22.50 Lab\*

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.

<b>MAC 143</b> Machining Appl III	2	6	0	4
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Prerequisites: None

Corequisites: None

Additional Fees: \$22.50 Lab\*

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.

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAC 151 Machining Calculations</b>	1	2	0	2
Prerequisites: None				
Corequisites: None				
Additional Fees: \$7.50 Lab*				

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.

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAC 228 Advanced CNC Processes</b>	2	3	0	3
Prerequisites: None				
Corequisites: None				
Additional Fees: \$11.25 Lab*				

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.

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAC 229 CNC Programming</b>	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.

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAC 231 CAM: CNC Turning</b>	1	4	0	3
Prerequisites: None				
Corequisites: None				
Additional Fees: \$15.00 Lab*				

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, and operational sequence, speed, feed, and cutting depth.

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAC 232 CAM: CNC Milling</b>	1	4	0	3
Prerequisites: None				
Corequisites: None				
Additional Fees: \$15.00 Lab*				

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAC 233 Appl in CNC Machining</b>	2	12	0	6
Prerequisites: None				
Corequisites: None				
Additional Fees: \$45.00 Lab*				

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

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAM 101 Mam Proc &amp; Image Analysis</b>	3	3	0	4
Prerequisites: None				
Corequisites: None				
Local Prerequisite: Enrollment in the Mammography program				
Additional Fees: \$11.25 Lab				

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.

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAM 102 Mam Instrumentation &amp; QA</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisite: Enrollment in the Mammography program				

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.

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAM 103 Digital Mammography</b>	1	0	0	1
Prerequisites: None				
Corequisites: None				
Local Prerequisite: Enrollment in the Mammography program				

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.

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAM 104 Digital Breast Tomosynthesis</b>	1	0	0	1
Prerequisites: None				
Corequisites: None				
Local Prerequisite: Enrollment in the Mammography program				

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.

	Class Lab		Clinic/ WkExp	Credit Hours
<b>MAM 105 Mammography Clinical Ed</b>	0	0	15	5
Prerequisites: None				
Corequisites: None				
Local Prerequisite: Enrollment in the Mammography program				
Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice				

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

	Class		Clinic/ Credit	
	Lab	WkExp	Hours	
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  
 Local Prerequisite: Enrollment in the Mammography program

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** Math Measurement & Literacy      2    2    0    3  
 Prerequisites: DMA 010, DMA 020, and DMA 030 *or* DMA 025  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides an activity-based approach that develops measurement 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.

**MAT 121** Algebra/Trigonometry I      2    2    0    3  
 Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 *or* DMA 010, DMA 020, DMA 030, DMA 045, DMA 060, *or* DMA 025, DMA 040, DMA 050, DMA 060 *or* DMA 025, DMA 045, DMA 060  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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.

**MAT 122** Algebra/Trigonometry II      2    2    0    3  
 Prerequisites: MAT 121  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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.

	Class		Clinic/ Credit	
	Lab	WkExp	Hours	
<b>MAT 143</b> Quantitative Literacy      2    2    0    3 Prerequisites: DRE 098 <i>and</i> DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, <i>or</i> DMA 010, DMA 020, DMA 030, DMA 045, <i>or</i> DMA 025, DMA 040, DMA 050, <i>or</i> DMA 025 and DMA 045 Corequisites: None Additional Fees: \$7.50 Lab				

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 for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 152** Statistical Methods I      3    2    0    4  
 Prerequisites: DRE 098 *and* DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, *or* DMA 010, DMA 020, DMA 030, DMA 045, *or* DMA 025, DMA 040, DMA 050, *or* DMA 025 and DMA 045  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 171** Precalculus Algebra      3    2    0    4  
 Prerequisite: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080 *or* DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 065 *or* DMA 010, DMA 020, DMA 030, DMA 045, DMA 060, DMA 070, DMA 080, *or* DMA 010, DMA 020, DMA 030, DMA 045, DMA 065, *or* DMA 25, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, *or* DMA 025, DMA 040, DMA 050, DMA 065, *or* DMA 025, DMA 045, DMA 060, DMA 070, DMA 080, *or* DMA 025, DMA 045, DMA 065, *or* 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 for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*



**MAT 172** Precalculus Trigonometry      Class Lab WkExp Hours  
 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 for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 263** Brief Calculus      Class Lab WkExp Hours  
 3    2    0    4  
 Prerequisites: MAT 171  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 271** Calculus I      Class Lab WkExp Hours  
 3    2    0    4  
 Prerequisites: MAT 172  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 272** Calculus II      Class Lab WkExp Hours  
 3    2    0    4  
 Prerequisites: MAT 271  
 Corequisites: None  
 Local Prerequisites: MAT 271 with a grade of C or better  
 Additional Fees: \$7.50 Lab

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 273** Calculus III      Class Lab WkExp Hours  
 3    2    0    4  
 Prerequisites: MAT 272  
 Corequisites: None  
 Local Prerequisites: MAT 272 with a grade of C or better  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a general education course in Mathematics.*

**MAT 280** Linear Algebra      Class Lab WkExp Hours  
 2    2    0    3  
 Prerequisites: MAT 271  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**MAT 285** Differential Equations      Class Lab WkExp Hours  
 2    2    0    3  
 Prerequisites: MAT 272  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

## MECHANICAL

**MEC 110** Intro to CAD/CAM      Class Lab WkExp Hours  
 1    2    0    2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab\*

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.



	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>MEC 111 Machine Processes I</b>	1	4	0	3

Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

<b>MEC 130 Mechanisms</b>	2	2	0	3
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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.

<b>MEC 142 Physical Metallurgy</b>	1	2	0	2
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab\*

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.

<b>MEC 161 Manufacturing Processes I</b>	3	0	0	3
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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 nontraditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

<b>MEC 161A Manufacturing Proc I Lab</b>	0	3	0	1
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Prerequisites: None  
 Corequisites: MEC 161  
 Additional Fees: \$11.25 Lab

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.

<b>MEC 172 Intro to Metallurgy</b>	2	2	0	3
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Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab\*

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.

				Clinic/ Credit			
Class	Lab	WkExp	Hours	Class	Lab	WkExp	Hours
<b>MEC 180 Engineering Materials</b>	2	3	0	3			

Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

## MEDICAL ASSISTING

<b>MED 110 Orientation to Med Assist</b>	1	0	0	1
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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.

<b>MED 114 Prof Interac in Heal Care</b>	1	0	0	1
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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.

<b>MED 116 Introduction to A &amp; P</b>	3	2	0	4
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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.

<b>MED 118 Medical Law and Ethics</b>	2	0	0	2
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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.

	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>MED 120</b> Survey of Med Terminology	2	0	0	2

Prerequisites: None  
Corequisites: None

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

<b>MED 121</b> Medical Terminology I	3	0	0	3
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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.

<b>MED 122</b> Medical Terminology II	3	0	0	3
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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.

<b>MED 130</b> Admin Office Proc I	1	2	0	2
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in the Medical Assisting Program  
Additional Fees: \$7.50 Lab

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.

<b>MED 131</b> Admin Office Proc II	1	2	0	2
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: MED 130 and Enrollment in the Medical Assisting Program  
Additional Fees: \$7.50 Lab

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.

<b>MED 140</b> Exam Room Procedures I	3	4	0	5
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in the Medical Assisting Program  
Additional Fees: \$15.00 Lab

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.

<b>MED 150</b> Laboratory Procedures I	3	4	0	5
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in the Medical Assisting program  
Additional Fees: \$15.00 Lab, \$16.00 Malpractice

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.

<b>MED 180</b> CPR Certification	0	2	0	1
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

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.

<b>MED 232</b> Medical Insurance Coding	1	3	0	2
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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.

<b>MED 240</b> Exam Room Procedures II	3	4	0	5
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Prerequisites: MED 140  
Corequisites: None  
Local Prerequisites: Enrollment in the Medical Assisting program  
Additional Fees: \$15.00 Lab

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.

<b>MED 260</b> MED Clinical Practicum	0	0	15	5
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: MED 110, MED 131, MED 150, and MED 240; Enrollment in the Medical Assisting Program and permission from the program director  
Local Corequisites: MED 262 and MED 264  
Additional Fees: \$16.00 Malpractice

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.



	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>MED 262 Clinical Perspectives</b>	1	0	0	1
Prerequisites: None				
Corequisites: None				
Local Prerequisites: MED 110, MED 131, MED 150, and MED 240;				
Enrollment in the Medical Assisting program <i>and</i> permission from the program director				
Local Corequisites: MED 260 and MED 264				
Additional Fees: \$125.00 Credential Exam				

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.

<b>MED 264 Med Assisting Overview</b>	2	0	0	2
Prerequisites: None				
Corequisites: None				
Local Prerequisites: MED 110, MED 131, MED 150, and MED 240;				
Enrollment in the Medical Assisting program <i>and</i> permission from the program director				
Local Corequisites: 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.

<b>MED 270 Symptomatology</b>	2	2	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: Enrollment in the Medical Assisting program				
Additional Fees: \$7.50 Lab				

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

<b>MED 272 Drug Therapy</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: 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.

<b>MED 276 Patient Education</b>	1	2	0	2
Prerequisites: None				
Corequisites: None				
Local Prerequisites: Enrollment in the Medical Assisting program				
Additional Fees: \$7.50 Lab				

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

<b>MKT 120 Principles of Marketing</b>	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.

<b>MKT 121 Retailing</b>	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.

<b>MKT 123 Fundamentals of Selling</b>	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.

<b>MKT 220 Advertising and Sales Promotio</b>	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.

<b>MKT 223 Customer Service</b>	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.

<b>MKT 225 Marketing Research</b>	3	0	0	3
Prerequisites: MKT 120				
Corequisites: None				
Local Prerequisites: Enrollment in Business Administration: Marketing Program				

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion,



students should be able to design and conduct a marketing research project and interpret the results.

**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 231 Health Care Marketing**                    3    0    0    3  
 Prerequisites: MKT 120  
 Corequisites: None

This course is designed to help students gain an understanding of how the principles of marketing are used in a health care setting. Topics include market development, market segmentation, market research, advertising and promotion, and service development for health care marketing. Upon completion, students should be able to plan, develop, and implement a basic marketing plan for an institution within the health care industry.

**MKT 232 Social Media Marketing**                    3    2    0    4  
 Prerequisites: None  
 Corequisites: None

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

### MAINTENANCE

**MNT 110 Intro to Maint Procedures**                    1    3    0    2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

**MNT 150 Basic Building Maintenance**                    1    3    0    2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab\*

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.

		Clinic/ Credit	
Class	Lab	WkExp	Hours

**MNT 160 Industrial Fabrication**                    1    3    0    2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab\*

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 and Moving**                    1    3    0    2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab\*

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 Industrial Equip Troubleshoot**                    1    3    0    2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab\*

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electromechanical 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  
 Additional Fees: \$11.25 Lab\*

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.

### MAGNETIC RESONANCE IMAGING

**MRI 210 MRI Physics and Equipment**                    3    0    0    3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in CT/MRI diploma or MRI 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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>MRI 211 MRI Procedures</b>	4	0	0	4

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in CT/MRI diploma or MRI 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.

<b>MRI 231 MRI Clinical Practicum</b>	0	0	33	11
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in CT/MRI diploma or MRI certificate program  
 Additional Fees: \$16.00 Malpractice

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.

### THERAPEUTIC MASSAGE

<b>MTH 110 Fundamentals of Massage</b>	6	9	3	10
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Therapeutic Massage program  
 Additional Fees: \$33.75 Lab, \$16.00 Malpractice

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.

<b>MTH 120 Ther Massage Applications</b>	6	9	3	10
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Prerequisites: MTH 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Therapeutic Massage program  
 Local Corequisites: BIO 271  
 Additional Fees: \$33.75 Lab

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.

<b>MTH 121 Clinical Supplement I</b>	0	0	3	1
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Prerequisites: None  
 Corequisites: MTH 110, MTH 120, MTH 125, MTH 210, or MTH 220  
 Local Prerequisites: 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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>MTH 125 Ethics of Massage</b>	2	0	0	2

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ACA 111, ENG 111, MED 120, and PSY 150 *and*  
 Enrollment in Therapeutic Massage program  
 Additional Fees: \$195.00 Credential Exam

This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion, students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues. At PCC, students will learn NC massage laws and rules.

<b>MTH 130 Therapeutic Massage Mgmt</b>	2	0	0	2
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Prerequisites: MTH 110  
 Corequisites: None  
 Local Prerequisites: 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.

<b>MTH 180 Massage Bridging Course</b>	2	3	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Therapeutic Massage program  
 Additional Fees: \$11.25 Lab

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.

<b>MTH 210 Adv Skills of Massage</b>	4	9	3	8
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Prerequisites: MTH 120 or MTH 121  
 Corequisites: None  
 Local Prerequisites: Enrollment in Therapeutic Massage program  
 Additional Fees: \$33.75 Lab, \$16.00 Malpractice

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.

<b>MTH 220 Outcome-Based Massage</b>	4	6	3	7
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Prerequisites: MTH 120, MTH 121, or MTH 221  
 Corequisites: None  
 Local Prerequisites: Enrollment in Therapeutic Massage program  
 Additional Fees: \$22.50 Lab

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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**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 for transfer under the CAA as a premajor 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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**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 has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**MUS 121 Music Theory I** 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 122 Music Theory II**

Prerequisites: MUS 121

Corequisites: None

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various Labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and Label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 123 Music Composition** 0 2 0 1  
Prerequisites: MUS 111 or MUS 121  
Corequisites: None

This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc. in musical composition. Emphasis is placed on using musical notation to create new musical works.

**MUS 125 Aural Skills I** 0 2 0 1  
Prerequisites: None  
Corequisites: None

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 126 Aural Skills II** 0 2 0 1  
Prerequisites: MUS 125  
Corequisites: None

This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 131 Chorus I** 0 2 0 1  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

Clinic/		Credit	
Class	Lab	WkExp	Hours
3	0	0	3



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>MUS 132 Chorus II</b>	0	2	0	1

Prerequisites: MUS 131  
Corequisites: None  
Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>MUS 133 Band I</b>	0	2	0	1
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>MUS 134 Band II</b>	0	2	0	1
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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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>MUS 137 Orchestra I</b>	0	2	0	1
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>MUS 138 Orchestra II</b>	0	2	0	1
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Prerequisites: MUS 137  
Corequisites: None  
Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>MUS 141 Ensemble I</b>	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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>MUS 142 Ensemble II</b>	0	2	0	1
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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 for transfer under the CAA as a premajor and/or elective course requirement.

<b>MUS 151 Class Music I</b>	0	2	0	1
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Prerequisites: None  
Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 151P for piano.*

<b>MUS 152 Class Music II</b>	0	2	0	1
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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. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 152P for piano.*

<b>MUS 161 Applied Music I</b>	1	2	0	2
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$250 Instructional Access

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 for transfer under the CAA as a premajor and/or elective course requirement. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano.*

	Class	Lab	WkExp	Clinic/ Credit Hours
<b>MUS 162 Applied Music II</b>	1	2	0	2
Prerequisites: MUS 161				
Corequisites: None				
Additional Fees: \$250.00 Instructional Access				

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 for transfer under the CAA as a premajor and/or elective course requirement. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano.*

<b>MUS 210 History of Rock Music</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>MUS 211 History of Country Music</b>	3	0	0	3
Prerequisites: None				
Corequisites: None				

This course introduces the varied origins of country music and the commercialization of this are form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>MUS 217 Elementary Conducting</b>	1	2	0	2
Prerequisites: MUS 111				
Corequisites: None				

This course introduces the basic patterns and skills for conducting instrumental and vocal groups. Emphasis is placed on conducting beat patterns, expressive gestures, fermatas, accents, tempos, and rehearsal techniques. Upon completion, students should be able to demonstrate the above skills by conducting vocal and/or instrumental groups.

<b>MUS 221 Music Theory III</b>	3	0	0	3
Prerequisites: MUS 122				
Corequisites: None				

This course provides a comprehensive study of chromatic harmony. Emphasis is placed on advanced voice leading tasks, part writing, and analysis of chord progressions, modulations, and large-scale forms. Upon completion, students should be able to identify, notate, and analyze an array of chromatic chords, recognize the function and movement of chromatic harmonies, identify modulatory procedures, analyze formal structures including, but not limited to, binary, ternary, sonata, and rondo. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	WkExp	Clinic/ Credit Hours
<b>MUS 222 Music Theory IV</b>	3	0	0	3
Prerequisites: MUS 221				
Corequisites: None				

This course provides an advanced study of chromatic harmony, scale systems, and an introduction to twentieth-century music. Emphasis is placed on advanced part writing and analysis of chromatic harmony and basic twentieth-century compositional and analytical techniques. Upon completion, students should be able to analyze complex chord progressions, advanced modulations, and elemental serial procedures; build an array of synthetic scales; and identify characteristics of twentieth-century topics including, but not limited to, atonality, serialism, minimalism, indeterminacy, and electronic music. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>MUS 225 Aural Skills III</b>	0	2	0	1
Prerequisites: MUS 126				
Corequisites: None				

This course provides advanced aural skills training in diatonicism and basic aural skills training in chromaticism. Emphasis is placed on the development of sight singing and ear training skills in complex rhythmic patterns, diatonic melodies and harmonies, and basic chromaticism. Upon completion, students should be able to utilize any solmization system while sight singing diatonic melodies with functional and non-functional chromaticism, fluently read music in multiple clefs in addition to treble and bass, identify modulations, perform complex rhythmic patterns in various meters, and dictate tonal melodies and harmonies including chromaticism. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>MUS 226 Aural Skills IV</b>	0	2	0	1
Prerequisites: MUS 225				
Corequisites: None				

This course provides advanced aural skills training in diatonicism and chromaticism. Emphasis is placed on the development of sight singing and ear training skills in chromatic melodies, chromatic harmonies, and complex rhythmic patterns. Upon completion, students should be able to utilize any solmization system while sight singing melodies containing significant chromaticism; fluently read music in multiple clefs, including treble, bass, alto, and tenor; perform and dictate rhythmic patterns in irregular and changing meters; and dictate diatonic and chromatic melodies and harmonic progressions. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>MUS 231 Chorus III</b>	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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>MUS 232 Chorus IV</b>	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 for transfer under the CAA as a premajor and/or elective course requirement.

**MUS 233** Band III  
 Prerequisites: 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 for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 234** Band IV  
 Prerequisites: MUS 233  
 Corequisites: None

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 237** Orchestra III  
 Prerequisites: MUS 138  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 238** Orchestra IV  
 Prerequisites: MUS 237  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 241** Ensemble III  
 Prerequisites: 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 for transfer under the CAA as a premajor and/or elective course requirement.*

Class Lab Clinic/ WkExp Credit  
 Hours

0 2 0 1

0 2 0 1

0 2 0 1

0 2 0 1

0 2 0 1

Class Lab Clinic/ Credit  
 Hours

0 2 0 1

**MUS 242** Ensemble IV  
 Prerequisites: 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 for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 251** Class Music III  
 Prerequisites: MUS 152  
 Corequisites: None

This course is a continuation of MUS 152. 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.

**MUS 252** Class Music IV  
 Prerequisites: MUS 251  
 Corequisites: None

This course is a continuation of MUS 251. 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.

**MUS 261** Applied Music III  
 Prerequisites: MUS 162  
 Corequisites: None  
 Additional Fees: \$250.00 Instructional Access

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 262** Applied Music IV  
 Prerequisites: MUS 261  
 Corequisites: None  
 Additional Fees: \$250.00 Instructional Access

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 performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 271** Music History I  
 Prerequisites: 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 for transfer under the CAA as a premajor and/or elective course requirement.*



	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>MUS 272 Music History II</b>	3	0	0	3

Prerequisites: 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 for transfer under the CAA as a premajor and/or elective course requirement.*

### NURSING ASSISTANT

<b>NAS 101 Nurse Aide I</b>	3	4	3	6
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Prerequisites: None  
Corequisites: None  
Local Prerequisite: Enrollment in the Nurse Aide Program  
Additional Fees: \$15.00 Lab

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

<b>NAS 102 Nurse Aide II</b>	3	2	6	6
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Prerequisites: NAS 101  
Corequisites: None  
Local Prerequisite: Enrollment in the Nurse Aide Program  
Additional Fees: \$7.50 Lab

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

### NETWORKING TECHNOLOGY

<b>NET 125 Introduction to Networks</b>	1	4	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: CTI 120  
Additional Fees: \$15.00 Lab

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

<b>NET 126 Routing Basics</b>	1	4	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: NET 125  
Additional Fees: \$15.00 Lab

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.

<b>NET 225 Routing &amp; Switching I</b>	1	4	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: NET 126  
Additional Fees: \$15.00 Lab

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.

<b>NET 226 Routing and Switching II</b>	1	4	0	3
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Prerequisites: None  
Corequisites: None  
Local Corequisites: NET 225  
Additional Fees: \$15.00 Lab

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.

<b>NET 241 Introduction to VOIP</b>	2	3	0	3
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Prerequisite: None  
Corequisite: None  
Local Prerequisites: NET 126

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.

<b>NET 289 Networking Project</b>	1	4	0	3
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Prerequisites: CTI 110, CTI 120, and CTS 115  
Corequisites: None  
Additional Fees: \$15.00 Lab

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.

	Clinic/ Credit		
	Class	Lab	WkExp Hours

**NUCLEAR MEDICINE**

**NMT 110** Intro to Nuclear Medicine 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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** Intro to Nuc Med Lab 0 3 0 1  
 Prerequisites: None  
 Corequisites: NMT 110  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$11.25 Lab

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.

**NMT 126** Nuclear Physics 2 0 0 2  
 Prerequisites: NMT 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

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 Nuc Med 2 0 6 4  
 Prerequisites: NMT 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$45.00 Dosimeter Badge, \$21.00 Dosimeter Ring, \$16.00 Malpractice

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 Prerequisites: 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 Prerequisites: 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 Prerequisites: 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.

**NMT 212** Proc for Nuclear Med 2 0 0 2  
 Prerequisites: None  
 Corequisites: NMT 132  
 Local Prerequisites: 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** Proc for Nuc Med Lab I 0 3 0 1  
 Prerequisites: None  
 Corequisites: NMT 212 and NMT 132  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$11.25 Lab

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.

**NMT 214** Radiobiology 2 0 0 2  
 Prerequisites: NMT 110  
 Corequisites: NMT 126  
 Local Prerequisites: 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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>NMT 215</b> Non-Imaging Instrumentation	1	3	0	2

Prerequisites: NMT 132  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$11.25 Lab

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.

<b>NMT 218</b> Computers in Nuc Med	2	0	0	2
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Prerequisites: NMT 132  
 Corequisites: None  
 Local Prerequisites: 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 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.

<b>NMT 221</b> NMT Clinical Practice II	0	0	21	7
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Prerequisites: NMT 132  
 Corequisites: None  
 Local Prerequisites: 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.

<b>NMT 222</b> Proc for Nuclear Med II	2	0	0	2
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Prerequisites: NMT 132  
 Corequisites: None  
 Local Prerequisites: 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.

<b>NMT 222A</b> Proc for Nuc Med II Lab	0	3	0	1
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Prerequisites: NMT 132  
 Corequisites: NMT 222  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$11.25 Lab

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>NMT 289</b> Nuc Med Tech Topics	3	2	0	3

Prerequisites: NMT 211  
 Corequisites: NMT 222  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$7.50 Lab

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.

### NETWORKING OPERATING SYSTEMS

<b>NOS 110</b> Operating Systems Concepts	2	3	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 070 or appropriate placement test score  
 Additional Fees: \$11.25 Lab

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed 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.

<b>NOS 120</b> Linux/UNIX Single User	2	2	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 120  
 Additional Fees: \$7.50 Lab

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.

<b>NOS 130</b> Windows Single User	2	2	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 120  
 Additional Fees: \$7.50 Lab

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.

<b>NOS 220</b> Linux/Unix Admin I	2	2	0	3
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Prerequisites: NOS 120  
 Corequisites: None  
 Additional Fees: \$30.00 Lab

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>NOS 230</b> Windows Administration I	2	2	0	3

Prerequisites: None  
Corequisites: None  
Local Prerequisites: NOS 130  
Additional Fees: \$7.50 Lab

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.

## NURSING

<b>NUR 111</b> Intro to Health Concepts	4	6	6	8
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in the Associate Degree Nursing program  
Additional Fees: \$22.50 Lab, \$156.20 HESI, \$16.00 Malpractice

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.

<b>NUR 112</b> Health-Illness Concepts	3	0	6	5
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Prerequisites: NUR 111  
Corequisites: None  
Local Prerequisites: Enrollment in the Associate Degree Nursing program  
Additional Fees: \$156.20 HESI

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.

<b>NUR 113</b> Family Health Concepts	3	0	6	5
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Prerequisites: NUR 111  
Corequisites: None  
Local Prerequisites: NUR 112 and NUR 114 *and* Enrollment in the Associate Degree Nursing program  
Additional Fees: \$156.20 HESI

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>NUR 114</b> Holistic Health Concepts	3	0	6	5

Prerequisites: NUR 111  
Corequisites: None  
Local Prerequisites: 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.

<b>NUR 211</b> Health Care Concepts	3	0	6	5
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Prerequisites: NUR 111  
Corequisites: None  
Local Prerequisites: NUR 112, NUR 113, and NUR 114 *and* Enrollment in the Associate Degree Nursing program  
Local Corequisites: BIO 271  
Additional Fees: \$156.20 HESI, \$16.00 Malpractice

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.

<b>NUR 212</b> Health System Concepts	3	0	6	5
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Prerequisites: NUR 111  
Corequisites: None  
Local Prerequisites: NUR 112, NUR 113, and NUR 114 *and* Enrollment in the Associate Degree Nursing program  
Local Corequisites: 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.

<b>NUR 213</b> Complex Health Concepts	4	3	15	10
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Prerequisites: NUR 111  
Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212  
Local Prerequisites: Enrollment in the Associate Degree Nursing program  
Additional Fees: \$200.00 Credential Exam, \$11.25 Lab, \$152.00 HESI

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.

Class Lab Clinic/ Credit  
WkExp Hours

**OPERATIONS MANAGEMENT**

**OMT 222** Project Management 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers fundamental concepts associated with multitask 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 122** Office Computations 2 2 0 3

Prerequisites: None

Corequisites: None

Local Prerequisite: DMA 010, DMA 020, DMA 030, and DMA 040

Additional Fees: \$7.50 Lab

This course covers the keypad touch method using the electronic calculator (10-key) and mathematical functions used in office applications. Topics may include budgets, discounts, purchasing, inventory, and petty cash. Upon completion, students should be able to solve a wide variety of numerical problems commonly encountered in an office setting.

**OST 131** Keyboarding 1 2 0 2

Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab

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.

**OST 134** Text Entry & Formatting 2 2 0 3

Prerequisites: None

Corequisites: None

Local Prerequisites: OST 131

Additional Fees: \$7.50 Lab

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.

**OST 136** Word Processing 2 2 0 3

Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab

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.

Class Lab Clinic/ Credit  
WkExp Hours

**OST 137** Office Applications I

Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab, \$105.84 Course Materials

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.

**OST 138** Office Applications II 2 2 0 3

Prerequisites: CIS 110, CIS 111, or OST 137

Corequisites: None

Additional Fees: \$7.50 Lab, \$105.84 Course Materials

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.

**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. **(For Career and College Promise students only.)**

**OST 141** Med Office Terms I 3 0 0 3

Prerequisites: None

Corequisites: None

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

**OST 142** Med Office Terms II 3 0 0 3

Prerequisites: Med 121 or OST 141

Corequisites: None

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.



	Class	Lab	WkExp	Clinic/ Credit Hours
<b>OST 143 Dental Office Terminology</b>	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.

<b>OST 147 Dental Billing and Coding</b>	3	0	0	3
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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.

<b>OST 148 Med Ins &amp; Billing</b>	3	0	0	3
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Prerequisites: None

Corequisites: None

Local Prerequisites: MED 122 or OST 142

This course introduces fundamentals of medical insurance and billing. 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.

<b>OST 149 Medical Legal Issues</b>	3	0	0	3
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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.

<b>OST 153 Office Finance Solutions</b>	2	2	0	3
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Prerequisites: CIS 110, CIS 111, or OST 137

Corequisites: None

Local Prerequisites: ACC 111 or ACC 120

Additional Fees: \$7.50 Lab

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.

<b>OST 155 Legal Terminology</b>	3	0	0	3
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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

	Class	Lab	WkExp	Clinic/ Credit Hours
able to spell, pronounce, define, and accurately use legal terms. <i>Students will complete this course at Gaston Community College.</i>				

<b>OST 156 Legal Office Procedures</b>	2	2	0	3
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Prerequisites: OST 134

Corequisites: None

Additional Fees: \$7.50 Lab

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. *Students will complete this course at Gaston Community College.*

<b>OST 164 Office Editing</b>	3	0	0	3
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Prerequisites: None

Corequisites: None

Local Prerequisites: DRE 098 or appropriate placement test score

Additional Fees: \$79.46 Course Materials

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.

<b>OST 181 Office Procedures</b>	2	2	0	3
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Prerequisites: None

Corequisites: None

Local Prerequisites: OST 136 and OST 137

Additional Fees: \$7.50 Lab

This course introduces the skills and procedures needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

<b>OST 184 Records Management</b>	2	2	0	3
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab, \$79.46 Course Materials

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.

<b>OST 233 Office Publications Design</b>	2	2	0	3
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Prerequisites: OST 136

Corequisites: None

Local Requisite: OST 136 and OST 137

Additional Fees: \$7.50 Lab

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>OST 236 Adv Word Processing</b>	2	2	0	3

Prerequisites: OST 136  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

<b>OST 243 Med Office Simulation</b>	2	2	0	3
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Prerequisites: OST 148  
Corequisites: None  
Local Prerequisites: OST 131, MED 121 or OST 141; *and* MED 122 or OST 142  
Additional Fees: \$7.50 Lab

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.

<b>OST 245 Dental Office Management</b>	2	2	0	3
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Prerequisites: OST 147  
Corequisites: None  
Additional Fees: \$7.50 Lab

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.

<b>OST 246 Dental Office Simulation</b>	2	2	0	3
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Prerequisites: OST 147  
Corequisites: None  
Additional Fees: \$7.50 Lab

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.

<b>OST 247 Procedure Coding</b>	2	2	0	3
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Prerequisites: MED 121 or OST 141  
Corequisites: None  
Local Prerequisites: OST 148 *and* MED 122 or OST 142  
Additional Fees: \$7.50 Lab

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.

<b>OST 248 Diagnostic Coding</b>	2	2	0	3
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Prerequisites: MED 121 or OST 141  
Corequisites: None  
Local Prerequisites: MED 122  
Additional Fees: \$7.50 Lab

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>OST 249 Med Coding Certification Prep</b>	2	3	0	3

Prerequisites: OST 247 and OST 248  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

<b>OST 250 Long-Term Care Coding</b>	2	2	0	3
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Prerequisites: MED 121 or OST 141  
Corequisites: None  
Local Prerequisites: 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.

<b>OST 252 Legal Transcription I</b>	2	2	0	3
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Prerequisites: OST 155 *and* OST 134 or OST 136  
Corequisites: None  
Additional Fees: \$7.50 Lab

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. *Students will complete this course at Gaston Community College.*

<b>OST 260 Adv Coding Methodologies</b>	2	2	0	3
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Prerequisites: OST 247 and OST 248  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility.

<b>OST 263 Healthcare Customer Relations</b>	3	0	0	3
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Prerequisites: OST 148 or HMT 210  
Corequisites: None

This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

<b>OST 264 Medical Auditing</b>	3	0	0	3
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Prerequisites: OST 247 and OST 248  
Corequisites: None

This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit.

	Class	Lab	WkExp	Clinic/ Credit Hours
<b>OST 265 Healthcare Comp &amp; Reg</b>	2	2	0	3

Prerequisites: OST 264

Corequisites: None

Additional Fees: \$7.50 Lab

This course provides instruction in the areas of healthcare regulations, medical necessity, health and privacy laws, and compliance practices. Emphasis is placed on regulatory control and compliance issues as well as Medicare regulations related to billing. Upon completion, students should be able to abstract the medical documentation for the purpose of medical necessity and apply regulations that are important in the medical auditing process.

<b>OST 266 Adv Medical Auditing</b>	2	2	0	3
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Prerequisites: OST 264

Corequisites: None

This course provides instruction on finalizing the audit report, determining trends of a healthcare facility, and communicating the audit report. Emphasis is placed on determining the audit report contents, analyzing the coding trends, compiling a formal report of findings, and delivering the audit results. Upon completion, students should be able to develop and present an audit report to the healthcare facility.

<b>OST 280 Electronic Health Records</b>	2	2	0	3
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Prerequisites: CIS 110, CIS 111, or OST 137

Corequisites: None

Additional Fees: \$7.50 Lab

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

<b>OST 281 Emer Issues in Med Ofc</b>	3	0	0	3
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Prerequisites: None

Corequisites: None

Local Prerequisites: 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.

<b>OST 284 Emerging Technologies</b>	1	2	0	2
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Prerequisites: None

Corequisites: None

Additional Fees: \$7.50 Lab

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.

<b>OST 286 Professional Development</b>	3	0	0	3
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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

	Class	Lab	WkExp	Clinic/ Credit Hours
completion, students should be able to demonstrate these attributes in the classroom, office, and society.				

<b>OST 288 Medical Office Admin Capstone</b>	2	2	0	3
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Prerequisites: OST 148 or HMT 210

Corequisites: None

Local Prerequisites: OST 247 and OST 248

Additional Fees: \$7.50 Lab

This course is designed to be capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

<b>OST 289 Office Admin Capstone</b>	2	2	0	3
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Prerequisites: OST 164 and OST 134 or OST 136

Corequisites: None

Local Prerequisites: OST 136, OST 137, and OST 164

Additional Fees: \$7.50 Lab

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

## OCCUPATIONAL THERAPY ASSISTANT

<b>OTA 110 Fundamentals of OT</b>	2	3	0	3
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Prerequisites: None

Corequisites: BIO 165 or BIO 168

Local Prerequisites: Enrollment in the Occupational Therapy Assistant program

Additional Fees: \$11.25 Lab

This course introduces occupational therapy (OT) 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 the domain and practice of occupational therapy, practice settings and professional roles, OT terminology, activity analysis, principles, process, philosophies, and frames of reference.

<b>OTA 120 OT Media I</b>	1	3	0	2
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Prerequisites: None

Corequisites: OTA 110

Local Prerequisites: Enrollment in the Occupational Therapy Assistant program

Additional Fees: \$11.25 Lab

This course provides training in recognizing the therapeutic value and use of a wide variety of human occupations including basic activities of daily living, instrumental activities of daily living, rest and sleep, education, work, play, leisure, and social participation. Topics include the understanding of different teaching and learning methods and styles, the language of occupational therapy (OT), OT interventions including preparatory methods and tasks, and restorative and compensatory techniques. Upon completion, students should be able to analyze, design, select, and safely perform occupation related activities that would be therapeutic for various populations across the lifespan.



	Class		Clinic/ Credit	
	Lab	WkExp	Hours	
<b>OTA 130 Assessment Skills</b>	2	3	0	3

Prerequisites: None  
 Corequisites: OTA 110  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course provides training in appropriate and accurate assessment skills related to sensation, movement, vision, perception, cognition, emotions, and performance of basic activities of daily living and instrumental activities of daily living. Topics include physical and psychosocial factors affecting performance; and sensory, range of motion, strength, coordination, cognitive, visual-perceptual, self-care, and work-related assessments. Upon completion, students should be able to gather and share data for the purpose of screening and evaluation, administer selected assessments using appropriate procedures and protocols, and articulate the role of the occupational therapy assistant and occupational therapist in the screening and evaluation process.

<b>OTA 140 Professional Skills I</b>	0	3	0	1
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Prerequisites: None  
 Corequisites: OTA 110  
 Local Prerequisites: OTA 120 *and*  
 Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course introduces the roles and responsibilities of the occupational therapy assistant (OTA) and the occupational therapist (OT) in occupational therapy practice and facilitates development of professional behaviors and skills. Topics include professional ethics, supervisory roles, responsibilities, and collaborative professional relationships; credentialing, certification, and licensure; documentation, which communicates the need and rationale for occupational therapy services; therapeutic use of self; and professional identity and professional behaviors; and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles and responsibilities of the OTA and OT, and explain acceptable supervision and documentation.

<b>OTA 150 Peds Concepts &amp; Interventions</b>	2	3	0	3
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Prerequisites: None  
 Corequisites: PSY 241 and OTA 170  
 Local Prerequisites: OTA 220 and OTA 240 *and*  
 Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course provides knowledge and skills needed for working with children from birth through adolescence. Topics include review of normal growth and development, habituation of healthy habits/routines, the role of occupational therapy with caregivers/providers, understanding of common conditions and developmental delays; and the role of occupation in assessment, intervention planning and implementation with pediatric populations. Upon completion, students should be able to plan, implement, and modify appropriate interventions with children in their context and environment to promote engagement in occupation.

<b>OTA 161 Fieldwork I-Placement 1</b>	0	0	3	1
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Prerequisites: OTA 120 and OTA 140  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Local Corequisites: OTA 170, OTA 220, and OTA 240  
 Additional Fees: \$16.00 Malpractice

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,

	Class		Clinic/ Credit	
	Lab	WkExp	Hours	
students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.				

<b>OTA 162 Fieldwork I-Placement 2</b>	0	0	3	1
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Prerequisites: OTA 120 and OTA 140  
 Corequisites: OTA 130  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Local Corequisites: 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.

<b>OTA 163 Fieldwork I-Placement 3</b>	0	0	3	1
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Prerequisites: OTA 120 and OTA 140  
 Corequisites: OTA 130  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Local Corequisites: 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.

<b>OTA 170 Physical Conditions</b>	2	3	0	3
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Prerequisites: None  
 Corequisites: OTA 130  
 Local Prerequisites: BIO 169 and OTA 140 *and*  
 Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course is designed to provide knowledge and skills needed for working with individuals experiencing various medical conditions to help them achieve participation in life through engagement in occupation. Topics include medical terminology, common conditions, body functions that change with disease processes, applicable theories and principles, assessment and intervention priorities for commonly treated conditions. Upon completion, students should be able to recognize common symptoms, prioritize mental, neuromusculoskeletal and movement related functional problems, while providing for patient safety within the patient's context and environment.

<b>OTA 180 Psychosocial Conditions</b>	2	3	0	3
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Prerequisites: PSY 281  
 Corequisites: OTA 130  
 Local Prerequisites: OTA 170, OTA 220, and OTA 240 *and*  
 Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course is designed to provide knowledge and skills needed for working with individuals experiencing various psychosocial conditions to help them achieve participation in life through engagement in occupation. Topics include mental health conditions, applicable theories and principles, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, therapeutic use of self, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group interventions for client conditions related to





	Clinic/ Credit			
	Class	Lab	WkExp	Hours

**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 for transfer under the CAA as a premajor and/or elective course requirement.*

**PED 111** Physical Fitness I 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**PED 117** Weight Training I 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**PED 118** Weight Training II 0 3 0 1  
 Prerequisites: PED 117  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

**PED 150** Baseball - Beginning 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*

Clinic/ Credit			
Class	Lab	WkExp	Hours

**PED 151** Baseball/Intermediate 0 3 0 1  
 Prerequisites: PED 150  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**POSITRON EMISSION TOMOGRAPHY**

**PET 110** Introduction to PET 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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 Prerequisites: 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.

**PET 125** PET Radiopharmaceuticals 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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 Prerequisites: 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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>PET 210</b> PET Clinical I	0	0	21	7

Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in the Positron Emission Tomography program  
Additional Fees: \$45.00 Dosimeter Badge, \$21.00 Dosimeter Ring, \$16.00 Malpractice

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.

<b>PET 211</b> PET Clinical II	0	0	21	7
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Prerequisites: PET 210  
Corequisites: None  
Local Prerequisites: Enrollment in the Positron Emission Tomography program  
Additional Fees: \$16.00 Malpractice

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.

<b>PET 218</b> PET Protection	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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 demonstrate an understanding of PET radiation safety through computerized exams and projects.

<b>PET 225</b> PET Instrumentation	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in the Positron Emission Tomography program  
Additional Fees: \$7.50 Lab

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.

<b>PET 235</b> Cross-Sectional Anatomy	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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

	Class	Lab	Clinic/ WkExp	Credit Hours
competence in identifying cross-sectional anatomy related to PET procedures through computerized exams and projects.				

<b>PET 248</b> PET Topics	3	0	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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

<b>PHI 215</b> Philosophical Issues	3	0	0	3
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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 for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

<b>PHI 240</b> Introduction to Ethics	3	0	0	3
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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 moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

## PHYSICAL SCIENCE

<b>PHS 130</b> Earth Science	3	2	0	4
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*



## PHYSICS

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>PHY 110</b> Conceptual Physics	3	0	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: DRE 097 or appropriate placement test score				
Local Corequisites: 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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>PHY 110A</b> Conceptual Physics Lab	0	2	0	1
Prerequisites: None				
Corequisites: PHY 110				
Local Prerequisites: DRE 097 or appropriate placement test score				
Additional Fees: \$7.50 Lab				

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>PHY 131</b> Physics-Mechanics	3	2	0	4
Prerequisites: 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, 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.

<b>PHY 151</b> College Physics I	3	2	0	4
Prerequisites: MAT 171 or MAT 271				
Corequisites: None				
Additional Fees: \$7.50 Lab				

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>PHY 152</b> College Physics II	3	2	0	4
Prerequisites: PHY 151				
Corequisites: None				
Additional Fees: \$7.50 Lab				

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>PHY 251</b> General Physics I	3	3	0	4
Prerequisites: MAT 271				
Corequisites: MAT 272				
Local Prerequisites: MAT 271 with a grade of C or better				
Additional Fees: \$11.25 Lab				

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>PHY 252</b> General Physics II	3	3	0	4
Prerequisites: MAT 272 and PHY 251				
Corequisites: None				
Local Prerequisites: MAT 272 and PHY 251 with a grade of C or better				
Additional Fees: \$11.25 Lab				

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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

## POLITICAL SCIENCE

<b>POL 120</b> American Government	3	0	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: DRE 098				

This course is a study of the origins, development, structure, and functions of American 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 process. 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been designated a Writing Intensive course. This is a Universal General Education Transfer Component (UGETC) course.*

			Clinic/	Credit
	Class	Lab	WkExp	Hours
<b>POLYSOMNOGRAPHY</b>				

**PSG 110** Intro to Polysomnography 3 2 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab

This course introduces the polysomnography profession. Topics include the history of the profession and role of the polysomnographic technologist, communication, time management, infection control, basic patient assessment, and medical gas therapy. Upon completion, students should be able to demonstrate competence in concepts through written and Laboratory evaluations.

**PSG 111** Neuro/Cardiopulmonary A&P 4 0 0 4  
 Prerequisites: BIO 163 *or* BIO 165 and BIO 166 *or* BIO 168 and BIO 169  
 Corequisites: None  
 Local Prerequisites: 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 Prerequisites: 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 113** PSG Instrumentation 2 2 0 3  
 Prerequisites: PSG 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab

This course introduces the fundamental concepts of sleep technology electrical equipment and recording of bio-electric potentials. Topics include Ohm's Law; common mode rejection; components related to recording bio-electric potentials; function and application of sleep technology equipment; and construct/verify montages. Upon completion, students should be able to demonstrate competence in polysomnography equipment, instrumentation, recording of bioelectric potential concepts, and ancillary electrical signals through written and Laboratory evaluations.

**PSG 114** PSG Clinical Education I 0 0 9 3  
 Prerequisites: PSG 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Polysomnography program

This course provides orientation to the polysomnography clinical environment. Emphasis is placed on work flows, reviewing patient charts and orders, patient preparation and hook-ups, and proper time management. Upon completion, students should be able to demonstrate successful completion of polysomnography clinical learning outcomes.

		Clinic/	Credit
Class	Lab	WkExp	Hours
1	3	3	3

**PSG 189** PSG Transition  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$11.25 Lab, \$16.00 Malpractice

This course introduces the basic fundamentals for polysomnography. Emphasis is placed on cardiopulmonary assessment and monitoring, medical gas therapy, principles of case management, wellness promotion, recordkeeping, reimbursement, and exposure to the clinical setting. Upon completion, students should be prepared to apply the above concepts to the field of polysomnography.

**PSG 210** Polysomnography I 3 2 9 7  
 Prerequisites: PSG 111 or PSG 189  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program *and* PSG 189 *or* PSG 113 and CIS 111  
 Additional Fees: \$7.50 Lab, \$16.00 Malpractice

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.

**PSG 211** Polysomnography II 2 6 9 7  
 Prerequisites: PSG 210  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$450.00 Credential Exam, \$22.50 Lab

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.

**PSG 212** Infant/Pediatric PSG 3 2 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab

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 Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$11.25 Lab

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>PSG 214</b> PSG Clinical Apps I	0	2	0	1

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab

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.

<b>PSG 215</b> PSG Clinical Apps II	0	2	0	1
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab

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

<b>PSY 150</b> General Psychology	3	0	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 *or* appropriate placement 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

<b>PSY 241</b> Developmental Psych	3	0	0	3
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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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

<b>PSY 256</b> Exceptional Children	3	0	0	3
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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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>PSY 281</b> Abnormal Psychology	3	0	0	3

Prerequisites: PSY 150  
 Corequisites: None  
 Additional Fees: \$72.50 Course Materials\*

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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

### PHARMACEUTICAL TECHNOLOGY

<b>PTC 110</b> Industrial Environment	3	0	0	3
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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.

### RADIOGRAPHY

<b>RAD 110</b> Rad Intro & Patient Care	2	3	0	3
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Prerequisites: None  
 Corequisites: RAD 111 and RAD 151  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

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.

<b>RAD 111</b> RAD Procedures I	3	3	0	4
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

<b>RAD 112</b> RAD Procedures II	3	3	0	4
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Prerequisites: RAD 110, RAD 111, and RAD 151  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>RAD 113</b> RAD Lab Elective	0	3	0	1

Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in the Radiography program  
Additional Fees: \$11.25 Lab

This course provides additional Laboratory opportunities in radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through Laboratory evaluations.

<b>RAD 121</b> Image Production I	2	3	0	3
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Prerequisites: RAD 110, RAD 111, and RAD 151  
Corequisites: None  
Local Prerequisites: Enrollment in the Radiography program  
Additional Fees: \$11.25 Lab

This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

<b>RAD 122</b> Image Production II	1	3	0	2
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Prerequisites: RAD 112, RAD 121, and RAD 161  
Corequisites: None  
Local Prerequisites: Enrollment in the Radiography program  
Additional Fees: \$11.25 Lab

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.

<b>RAD 141</b> Radiation Safety	2	0	0	2
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Prerequisites: RAD 112, RAD 121, and RAD 161  
Corequisites: None  
Local Prerequisites: 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.

<b>RAD 151</b> RAD Clinical Ed I	0	0	6	2
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Prerequisites: None  
Corequisites: RAD 110 and RAD 111  
Local Prerequisites: Enrollment in the Radiography program  
Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

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.

<b>RAD 161</b> RAD Clinical Ed II	0	0	15	5
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Prerequisites: RAD 110, RAD 111, and RAD 151  
Corequisites: RAD 112 and RAD 121  
Local Prerequisites: Enrollment in the Radiography program

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering

	Class	Lab	Clinic/ WkExp	Credit Hours
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.				

<b>RAD 171</b> RAD Clinical Ed III	0	0	9	3
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Prerequisites: RAD 112, RAD 121, and RAD 161  
Corequisites: None  
Local Prerequisites: Enrollment in the Radiography program

This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

<b>RAD 181</b> RAD Clinical Elective	0	0	3	1
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in the Radiography program

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

<b>RAD 211</b> RAD Procedures III	2	3	0	3
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Prerequisites: RAD 122, RAD 141, and RAD 171  
Corequisites: None  
Local Prerequisites: Enrollment in the Radiography program  
Additional Fees: \$11.25 Lab

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.

<b>RAD 231</b> Image Production III	1	3	0	2
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Prerequisites: RAD 122, RAD 141, and RAD 171  
Corequisites: None  
Local Prerequisites: Enrollment in the Radiography program  
Additional Fees: \$11.25 Lab

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.

<b>RAD 251</b> RAD Clinical Ed IV	0	0	21	7
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Prerequisites: RAD 122 and RAD 171  
Corequisites: RAD 211 and RAD 231  
Local Prerequisites: Enrollment in the Radiography program  
Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

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	WkExp	Clinic/ Hours	Credit
<b>RAD 261</b> RAD Clinical Ed V	0	0	21		7

Prerequisites: RAD 251

Corequisites: RAD 271

Local Prerequisites: 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.

<b>RAD 271</b> Radiography Capstone	2	3	0		3
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Prerequisites: RAD 211, RAD 231, and RAD 251

Corequisites: None

Local Prerequisites: Enrollment in the Radiography program

Additional Fees: \$11.25 Lab

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.

## RESPIRATORY CARE

<b>RCP 110</b> Intro to Respiratory Care	3	3	0		4
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Prerequisites: None

Corequisites: None

Local Prerequisites: Enrollment in the Respiratory Therapy program

Additional Fees: \$11.25 Lab

This course introduces the role of the respiratory care practitioner within the interprofessional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and Laboratory evaluations.

<b>RCP 111</b> Therapeutics/Diagnostics	4	3	0		5
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Prerequisites: RCP 110

Corequisites: None

Local Prerequisites: Enrollment in the Respiratory Therapy program

Additional Fees: \$11.25 Lab

This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and Laboratory evaluations.

<b>RCP 112</b> Patient Management	3	3	0		4
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Prerequisites: RCP 111

Corequisites: None

Local Prerequisites: Enrollment in the Respiratory Therapy program

Additional Fees: \$11.25 Lab

This course provides entry-level skills in respiratory care procedures in acute and non-acute care settings. Emphasis is placed on therapeutic modalities and physiological effects, monitoring mechanical ventilation, and problem-solving strategies based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students

should be able to demonstrate competence in respiratory therapy concepts and procedures through written and Laboratory evaluations.

<b>RCP 113</b> RCP Pharmacology	2	0	0		2
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Prerequisites: None

Corequisites: None

Local Prerequisites: 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 through written evaluations.

<b>RCP 114</b> C-P Anatomy & Physiology	3	0	0		3
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Prerequisites: None

Corequisites: None

Local Prerequisites: 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.

<b>RCP 115</b> C-P Pathophysiology	2	0	0		2
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Prerequisites: None

Corequisites: None

Local Prerequisites: Enrollment in the Respiratory Therapy program

This course introduces the etiology, pathophysiology, clinical signs and symptoms, diagnoses, prognoses, complications, and management of cardiopulmonary diseases. Emphasis is placed on developing, evaluating, and modifying respiratory care plans based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in cardio-pulmonary disease concepts through written evaluations

<b>RCP 112</b> Special Practice Lab	0	2	0		1
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Prerequisites: None

Corequisites: None

Local Prerequisites: Enrollment in the Respiratory Therapy program

Additional Fees: \$7.50 Lab

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.

<b>RCP 123</b> Special Practice Lab	0	3	0		1
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Prerequisites: None

Corequisites: None

Local Prerequisites: Enrollment in the Respiratory Therapy program

Additional Fees: \$11.25 Lab

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>RCP 132 RCP Clinical Practice I</b>	0	0	6	2

Prerequisites: None  
 Corequisites: RCP 110  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$16.00 Malpractice

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.

<b>RCP 143 RCP Clinical Practice II</b>	0	0	9	3
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Prerequisites: RCP 110  
 Corequisites: RCP 111  
 Local Prerequisites: 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.

<b>RCP 153 RCP Clinical Practice III</b>	0	0	9	3
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Prerequisites: RCP 111  
 Corequisites: None  
 Local Prerequisites: 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.

<b>RCP 210 Critical Care Concepts</b>	3	3	0	4
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, Laboratory and/or clinical simulation evaluations.

<b>RCP 211 Adv Monitoring/Procedures</b>	3	3	0	4
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Prerequisites: RCP 210  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course includes advanced information gathering and decision making for the respiratory care professional using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, Laboratory and/or clinical simulation evaluations.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>RCP 214 Neonatal/Peds RC.</b>	1	3	0	2

Prerequisites: RCP 111  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course provides comprehensive coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on pathophysiology, patient assessment and special therapeutic needs of neonates and children based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in the neonatal and pediatric respiratory care concepts through written, Laboratory and/or clinical simulation evaluations.

<b>RCP 215 Career Preparation</b>	0	3	0	1
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab, \$110.00 NBRC SAE

This course provides an overview of respiratory therapy concepts in preparation for credentialing exam. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of respiratory therapy and be prepared for successful completion of the credentialing process.

<b>RCP 235 RCP Clinical Practice IV</b>	0	0	15	5
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Prerequisites: RCP 111  
 Corequisites: RCP 210  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$16.00 Malpractice

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.

<b>RCP 246 RCP Clinical Practice V</b>	0	0	18	6
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Prerequisites: RCP 210  
 Corequisites: RCP 211  
 Local Prerequisites: 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

<b>REL 110 World Religions</b>	3	0	0	3
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Prerequisites: None  
 Corequisites: None

Local Prerequisites: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*



			Clinic/ Credit	
	Class	Lab	WkExp	Hours
<b>REL 211</b> Intro to Old Testament	3	0	0	3

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>REL 212</b> Intro to New Testament	3	0	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

### RADIATION THERAPY TECHNOLOGY

<b>RTT 121</b> Special Imaging	2	0	0	2
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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.

<b>RTT 210</b> Radiobiology	2	0	0	2
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program

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.

<b>RTT 220</b> RAD Therapy Orientation	2	0	0	2
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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.

			Clinic/ Credit	
	Class	Lab	WkExp	Hours
<b>RTT 221</b> Clinical Oncology I	3	0	0	3

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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.

<b>RTT 222</b> Clinical Oncology II	3	0	0	3
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Prerequisites: RTT 221  
 Corequisites: None  
 Local Prerequisites: 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.

<b>RTT 232</b> RAD Therapy Procedures	2	0	0	2
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Prerequisites: RTT 222, RTT 231, or RTT 234 and RTT 239, RTT 241, RTT 243, or RTT 244  
 Corequisites: None  
 Local Prerequisites: 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.

<b>RTT 233</b> RAD Therapy Physics	2	0	0	2
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: 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.

<b>RTT 234</b> Clinical Dosimetry	1	3	0	2
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Prerequisites: RTT 230 or RTT 233  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program  
 Additional Fees: \$11.25 Lab

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.

<b>RTT 240</b> RTT Clinical Ed III	0	0	18	6
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

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,





	Class	Lab	WkExp	Credit Hours
<b>SEC 150</b> Secure Communication	2	2	0	3

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: NET 126 and SEC 110  
 Additional Fees: \$7.50 Lab

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPsec. Upon completion, students should be able to implement secure data transmission technologies.

<b>SEC 151</b> Intro to Protocol Analysis	2	3	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Corequisites: SEC 110  
 Additional Fees: \$11.25 Lab

This course introduces protocol analysis. Topics include protocol analysis tools, TCP/IP concepts, Internet protocols, network traffic analysis, monitoring network traffic, network security protocol analysis, and understanding data flow through protocol analysis. Upon completion, students should be able to perform simple protocol analysis to determine baseline network performance and identify anomalies.

<b>SEC 160</b> Security Administration I	2	2	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: NET 126 and SEC 110  
 Additional Fees: \$7.50 Lab

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.

<b>SEC 258</b> Systems Compliance	2	3	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: SEC 110  
 Additional Fees: \$11.25 Lab

This course introduces information security compliance and standards along with how they apply to corporate IT environments. Topics include ISO standards, government NIST frameworks, federal and state compliance requirements, security policies, incident response and business continuity planning. Upon completion, students should be able to apply compliance and availability requirements to corporate data enterprise scenarios.

### SIMULATION & GAME DEVELOPMENT

<b>SGD 111</b> Introduction to SGD	2	3	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 070 *or* appropriate placement test score  
 Additional Fees: \$11.25 Lab

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.

	Class	Lab	WkExp	Credit Hours
<b>SGD 112</b> SGD Design	2	3	0	3

Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 070 *or* appropriate placement test score  
 Additional Fees: \$11.25 Lab

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.

<b>SGD 113</b> SGD Programming	2	3	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 070 and DMA 040 *or* appropriate placement test score  
 Additional Fees: \$11.25 Lab

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.

<b>SGD 114</b> 3D Modeling	2	3	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 070 *or* appropriate placement test score  
 Additional Fees: \$11.25 Lab

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.

<b>SGD 116</b> Graphic Design Tool	2	2	0	3
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Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 070 and DMA 040 *or* appropriate placement test score  
 Additional Fees: \$7.50 Lab

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.

<b>SGD 159</b> SGD Production Management	3	0	0	3
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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.

<b>SGD 162</b> SG 3D Animation	2	3	0	3
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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 172** Virtual SG Environments 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: SGD 114 or SGD 213  
 Additional Fees: \$11.25 Lab

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.

**SGD 174** SG Level Design 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: SGD 112  
 Additional Fees: \$11.25 Lab

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.

**SGD 212** SGD Design II 2 3 0 3  
 Prerequisites: SGD 112  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

**SGD 213** SGD Programming II 2 3 0 3  
 Prerequisites: SGD 113, CSC 134, CSC 151, or CSC 153  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

**SGD 214** 3D Modeling II 2 3 0 3  
 Prerequisites: SGD 114  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

**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 completion, students should be able to design complex levels using industry standard tools.

**SGD 285** SG Software Engineering 2 3 0 3  
 Prerequisites: SGD 212, SGD 213, or SGD 214  
 Corequisites: None  
 Local Prerequisites: SGD 213  
 Additional Fees: \$11.25 Lab

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.

**SGD 289** SGD Project 2 3 0 3  
 Prerequisites: SGD 212, SGD 213, SGD 214, or SGD 285  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

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.

## SOCIOLOGY

**SOC 210** Introduction to Sociology 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>SOC 220 Social Problems</b>	3	0	0	3

Prerequisites: None  
Corequisites: None  
Local Prerequisites: 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been designated a Writing Intensive course.*

### MEDICAL SONOGRAPHY

<b>SON 110 Intro to Sonography</b>	1	3	3	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in Medical Sonography program  
Additional Fees: \$11.25 Lab

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.

<b>SON 111 Sonographic Physics</b>	3	3	0	4
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Prerequisites: None  
Corequisite: None  
Local Prerequisites: Enrollment in Medical Sonography or Cardiovascular Sonography (Echocardiography) program  
Additional Fees: \$ 225.00 Credential Exam, \$11.25 Lab

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, bio-effects, and safety.

<b>SON 120 SON Clinical Ed I</b>	0	0	15	5
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Prerequisites: SON 110  
Corequisites: None  
Local Prerequisites: 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.

<b>SON 121 SON Clinical Ed II</b>	0	0	15	5
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Prerequisites: SON 120  
Corequisites: None  
Local Prerequisites: 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	Clinic/ WkExp	Credit Hours
<b>SON 130 Abdominal Sonography I</b>	2	3	0	3

Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in Medical Sonography program  
Additional Fees: \$11.25 Lab

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.

<b>SON 131 Abdominal Sonography II</b>	1	3	0	2
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Prerequisites: SON 130  
Corequisites: None  
Local Prerequisites: Enrollment in Medical Sonography program  
Additional Fees: \$11.25 Lab

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.

<b>SON 140 Gynecological Sonography</b>	2	0	0	2
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Prerequisites: SON 110  
Corequisites: None  
Local Prerequisites: 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.

<b>SON 220 SON Clinical Ed III</b>	0	0	24	8
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Prerequisites: SON 121  
Corequisites: None  
Local Prerequisites: Enrollment in Medical Sonography program  
Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

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.

<b>SON 221 SON Clinical Ed IV</b>	0	0	24	8
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Prerequisites: SON 220  
Corequisites: None  
Local Prerequisites: 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.

<b>SON 222 Selected SON Clinical Ed</b>	0	0	6	2
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Prerequisites: None  
Corequisites: SON 110  
Local Prerequisites: Enrollment in Medical Sonography program  
Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

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.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>SON 225 Case Studies</b>	0	3	0	1

Prerequisites: SON 110 or CVS 163

Corequisites: None

Local Prerequisites: Enrollment in Medical Sonography or

Cardiovascular Sonography program

Additional Fees: \$11.25 Lab

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.

<b>SON 241 Obstetrical Sonography I</b>	2	0	0	2
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Prerequisites: SON 110

Corequisites: None

Local Prerequisites: 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.

<b>SON 242 Obstetrical Sonography II</b>	2	0	0	2
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Prerequisites: SON 241

Corequisites: None

Local Prerequisites: 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.

<b>SON 250 Vascular Sonography</b>	1	3	0	2
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Prerequisites: None

Corequisites: None

Local Prerequisites: Enrollment in Medical Sonography or

Cardiovascular Sonography program

Additional Fees: \$11.25 Lab

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.

<b>SON 289 Sonographic Topics</b>	2	0	0	2
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Prerequisites: SON 110

Corequisites: None

Local Prerequisites: Enrollment in Medical Sonography program

Additional Fees: \$250.00 Credential Exam

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>SPANISH</b>				

<b>SPA 110 Introduction to Spanish</b>	2	0	0	2
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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.

<b>SPA 111 Elementary Spanish I</b>	3	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish, and to demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>SPA 112 Elementary Spanish II</b>	3	0	0	3
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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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>SPA 120 Spanish for the Workplace</b>	3	0	0	3
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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.

<b>SPA 181 Spanish Lab 1</b>	0	2	0	1
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Prerequisites: None

Corequisites: None

Local Corequisites: SPA 111

Additional Fees: \$7.50 Lab

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 for transfer under the CAA as a premajor and/or elective course requirement.*



	Class		Clinic/ Credit	
	Lab	WkExp	Hours	
<b>SPA 182</b> Spanish Lab 2	0	2	0	1
Prerequisites: SPA 181				
Corequisites: None				
Local Corequisites: SPA 112				
Additional Fees: \$7.50 Lab				

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 for transfer under the CAA as a premajor and/or elective course requirement.*

<b>SPA 211</b> 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.*

<b>SPA 212</b> 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 for transfer under the CAA as a general education course in Humanities/Fine Arts.

### SUSTAINABILITY TECHNOLOGIES

<b>SST 110</b> 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.

<b>SST 120</b> Energy Use Analysis	2	2	0	3
Prerequisites: None				
Corequisites: None				
Additional Fees: \$7.50 Lab				

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.

	Class		Clinic/ Credit	
	Lab	WkExp	Hours	
<b>SST 140</b> 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

<b>SWK 110</b> Intro to Social Work	3	0	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: 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.

<b>SWK 113</b> Working with Diversity	3	0	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: 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

<b>TRE 110</b> 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.

<b>TRE 111</b> 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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>TRE 112 Inclusive Programming</b>	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.

<b>TRE 120 Adapted Activities</b>	1	2	0	2
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Prerequisites: None

Corequisites: None

Additional Fees: \$16.00 Malpractice

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.

<b>TRE 121 Creative Expressive Arts I</b>	1	2	0	2
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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.

<b>TRE 122 Activity Coordinator</b>	4	0	0	4
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Prerequisites: None

Corequisites: None

Additional Fees: \$16.00 Malpractice

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.

<b>TRE 170 Recreational Therapy Psych Lab</b>	0	2	0	1
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Prerequisites: None

Corequisites: None

Additional Fees: \$16.00 Malpractice

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.

<b>TRE 171 Social Skills Lab</b>	0	2	0	1
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Prerequisites: None

Corequisites: None

Additional Fees: \$16.00 Malpractice

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,

	Class	Lab	Clinic/ WkExp	Credit Hours
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.				

<b>TRE 172 Team Building Lab</b>	0	4	0	2
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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.

<b>TRE 173 Community Integration Lab</b>	0	2	0	1
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Prerequisites: None

Corequisites: None

Additional Fees: \$16.00 Malpractice

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.

<b>TRE 210 Rec Therapy Programming</b>	3	0	0	3
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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.

<b>TRE 211 Recreational Therapy Prof</b>	3	0	0	3
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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.

<b>TRE 270 Intellectual Dev Dis Lab</b>	0	2	0	1
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Prerequisites: None

Corequisites: None

Additional Fees: \$16.00 Malpractice

This course provides a Laboratory component to complement recreational therapy course work. Topics include functioning characteristics of clients with intellectual developmental disabilities and interventions commonly used in recreational therapy with these clients. Upon completion, students should be able to design and implement a recreational therapy session for clients with intellectual developmental disabilities.



	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>TRE 271</b> Rec Therapy Geriatrics Lab	0	2	0	1
Prerequisites: None				
Corequisites: None				
Additional Fees: \$16.00 Malpractice				

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.

<b>TRE 282</b> 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.

<b>TRE 288</b> Rec Ther Internship III	0	0	24	8
Prerequisites: TRE 210				
Corequisites: TRE 282				
Additional Fees: \$16.00 Malpractice				

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

<b>TRF 110</b> Intro Turfgrass Cult & ID	3	2	0	4
Prerequisites: None				
Corequisites: None				
Additional Fees: \$7.50 Lab*				

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

<b>TRN 110</b> Intro to Transport Tech	1	2	0	2
Prerequisites: None				
Corequisites: None				
Additional Fees: \$7.50 Lab*				

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.

	Clinic/ Credit			
	Class	Lab	WkExp	Hours
<b>TRN 120</b> Basic Transp Electricity	4	3	0	5
Prerequisites: None				
Corequisites: None				
Local Prerequisites: DRE 096, DMA 010, DMA 020, and DMA 030				
Local Corequisites: TRN 120A				
Additional Fees: \$11.25 Lab*				

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.

<b>TRN 120A</b> Basic Transp Electrical Lab	0	3	0	1
Prerequisites: None				
Corequisites: TRN 120				
Additional Fees: \$11.25 Lab*				

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.

<b>TRN 140</b> Transp Climate Control	1	2	0	2
Prerequisites: None				
Corequisites: None				
Local Corequisites: TRN 140A				
Additional Fees: \$7.50 Lab*				

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.

<b>TRN 140A</b> Transp Climate Cont Lab	1	2	0	2
Prerequisites: None				
Corequisites: TRN 140				
Additional Fees: \$7.50 Lab*				

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.

<b>TRN 145</b> Adv Transp Electronics	2	3	0	3
Prerequisites: TRN 120				
Corequisites: None				
Additional Fees: \$11.25 Lab*				

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 PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.



	Class	Lab	Clinic/ WkExp	Credit Hours
<b>TRN 170 Pc Skills for Transp</b>	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

<b>WBL 110 World of Work</b>	1	0	0	1
Prerequisites: None				
Corequisites: None				
Additional Fees: \$39.00 NCRC Testing				

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.

<b>WBL 111 Work-Based Learning I</b>	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.

<b>WBL 112 Work-Based Learning I</b>	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.

<b>WBL 115 Work-Based Learning Seminar I</b>	1	0	0	1
Prerequisites: None				
Corequisites: WBL 111, WBL 112, WBL 113, or WBL 114				

At PCC, the course description is written by the individual departments.

<b>WBL 121 Work-Based Learning II</b>	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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>WBL 122 Work-Based Learning II</b>	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 prerequisite are set by each department.

<b>WBL 125 Work-Based Learning Seminar II</b>	1	0	0	1
Prerequisites: None				
Corequisites: 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.

### WEB TECHNOLOGIES

<b>WEB 115 Web Markup and Scripting</b>	2	2	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: CTI 110				
Additional Fees: \$7.50 Lab				

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.

<b>WEB 140 Web Development Tools</b>	2	2	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: CTI 110				
Additional Fees: \$7.50 Lab				

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.

<b>WEB 210 Web Design</b>	2	2	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: CTI 110				
Additional Fees: \$7.50 Lab				

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

	Class	Lab	WkExp	Clinic/ Credit Hours
<b>WEB 213</b> Internet Mkt & Analytics	2	2	0	3

Prerequisites: None  
Corequisites: None  
Local Prerequisites: WEB 140  
Additional Fees: \$11.25 Lab

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans.

<b>WEB 215</b> Adv Markup and Scripting	2	2	0	3
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Prerequisites: WEB 115  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language.

<b>WEB 250</b> Database Driven Websites	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Local Prerequisites: CTI 110  
Additional Fees: \$7.50 Lab

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.

<b>WEB 289</b> Internet Technologies Project	1	4	0	3
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Prerequisites: CTI 110, CTI 120, and CTS 115  
Corequisites: None  
Additional Fees: \$15.00 Lab

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.

## WELDING

<b>WLD 110</b> Cutting Processes	1	3	0	2
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab\*

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.

	Class	Lab	WkExp	Clinic/ Credit Hours
<b>WLD 112</b> Basic Welding Processes	1	3	0	2

Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab\*

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.

<b>WLD 115</b> SMAW (Stick) Plate	2	9	0	5
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$33.75 Lab\*

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.

<b>WLD 116</b> SMAW (Stick) Plate/Pipe	1	9	0	4
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Prerequisites: WLD 115  
Corequisites: None  
Additional Fees: \$33.75 Lab\*

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.

<b>WLD 121</b> GMAW (MIG) FCAW/Plate	2	6	0	4
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab\*

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and 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.

<b>WLD 122</b> GMAW (MIG) Plate/Pipe	1	6	0	3
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Prerequisites: WLD 121  
Corequisites: None  
Additional Fees: \$22.50 Lab\*

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.

<b>WLD 131</b> GTAW (TIG) Plate	2	6	0	4
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab\*

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>WLD 132 GTAW (TIG) Plate/Pipe</b>	1	6	0	3

Prerequisites: WLD 131  
Corequisites: None  
Additional Fees: \$22.50 Lab\*

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.

<b>WLD 141 Symbols &amp; Specifications</b>	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab\*

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.

<b>WLD 151 Fabrication I</b>	2	6	0	4
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Prerequisites: None  
Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

<b>WLD 212 Inert Gas Welding</b>	1	3	0	2
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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.

<b>WLD 215 SMAW (Stick) Pipe</b>	1	9	0	4
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Prerequisites: WLD 115 or WLD 116  
Corequisites: None  
Additional Fees: \$33.75 Lab\*

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.

	Class	Lab	Clinic/ WkExp	Credit Hours
<b>WLD 221 GMAW (MIG) Pipe</b>	1	6	0	3

Prerequisites: WLD 122  
Corequisites: None  
Additional Fees: \$22.50 Lab\*

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.

<b>WLD 231 GTAW (TIG) Pipe</b>	1	6	0	3
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Prerequisites: WLD 132  
Corequisites: None  
Additional Fees: \$22.50 Lab\*

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.

<b>WLD 262 Inspection &amp; Testing</b>	2	2	0	3
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Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab\*

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.

<b>WLD 265 Automated Welding/Cutting</b>	2	6	0	4
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Prerequisites: WLD 110 and WLD 121  
Corequisites: None  
Additional Fees: \$22.50 Lab\*

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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
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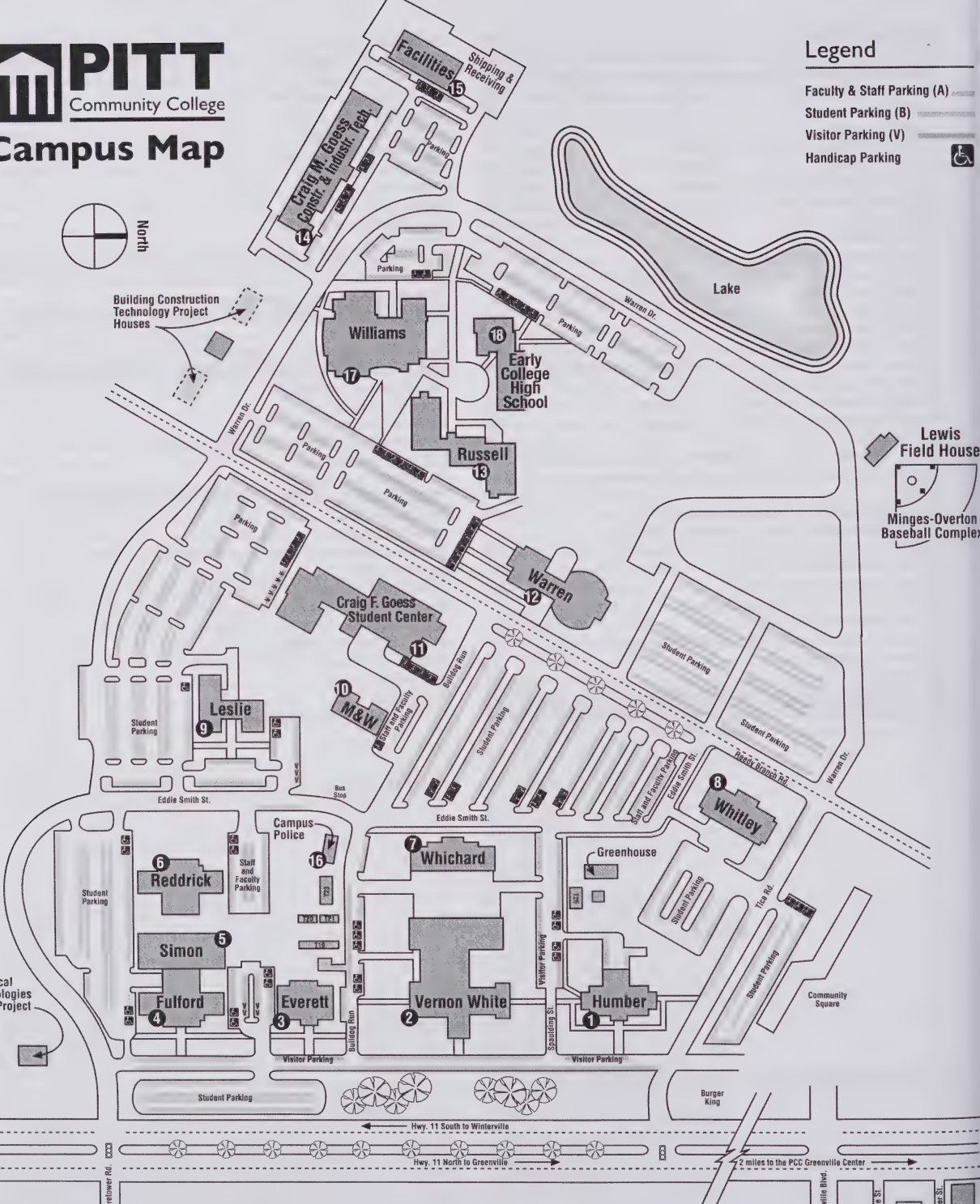
### Legend

- Faculty & Staff Parking (A)
- Student Parking (B)
- Visitor Parking (V)
- Handicap Parking 



Building Construction Technology Project Houses

Lewis Field House  
Minges-Overton Baseball Complex



- |  |  |   |   |
|--|--|---|---|
| <ul style="list-style-type: none"> <li>1 Humber Building (RLH)</li> <li>2 White Building (VEW)</li> <li>3 Everett Building (CWE)</li> <li>4 Fulford Building (WEF)</li> <li>5 Simon Building (HS)</li> </ul> | <ul style="list-style-type: none"> <li>6 Reddrick Building (RR)</li> <li>7 Whichard Building (KVW)</li> <li>8 Whitley Building (ABW)</li> <li>9 Leslie Building (GHL)</li> <li>10 Welding Building (MW)</li> </ul> | <ul style="list-style-type: none"> <li>11 Goess Student Center (CFG)</li> <li>12 Warren Building (EJW)</li> <li>13 Russell Building (CER)</li> <li>14 Goess CIT Building (CIT)</li> <li>15 Facilities Services Complex (FSC)</li> </ul> | <ul style="list-style-type: none"> <li>16 Campus Police</li> <li>17 Williams Building (WMW)</li> <li>18 Early College High School</li> <li>● Mobile Units<br/>T19 &amp; T21 – Tutoring<br/>T20 – Classroom<br/>T23 – High School Programs &amp; Work Based Learning<br/>T25 – Horticulture Classroom</li> </ul> |
|--|--|---|---|

## Notes



## Notes

Phi Chi Chapter, College  
Taped Copy of Notes  
and  
Faculty Meeting Developer

Notes

The College's Title IX and 204 Coordinators are as follows:

**For Employees:** Vice President, Human Resources  
Phi Community College  
P. O. Drawer 700  
Greenville, SC 29615  
Telephone: 252-433-7329

**For Students:** Vice President, Student Development Services  
Phi Community College  
P. O. Drawer 700  
Greenville, SC 29615  
Telephone: 252-433-7329

Student Rights by Name - Not Disclosed

In compliance with the Student Rights by Name Act, Phi Community College faculty disclosed a 4-year average (2014-2017) graduation rate for students of 20% for females, 10% for males, and 15% for all students.

FCC Archives

## Notes

*[Faint, illegible handwritten notes]*



## **Pitt Community College**

Equal Opportunity Institution  
and  
Equal Opportunity Employer

The College's Title IX and 504 Coordinators are as follows:

For Employees:           Vice President, Human Resources  
Pitt Community College  
P.O. Drawer 7007  
Greenville, NC 27835  
Telephone: (252) 493-7289

For Students:           Vice President, Student Development Services  
Pitt Community College  
P. O. Drawer 7007  
Greenville, NC 27835  
Telephone: (252) 493-7211

### **Student Right-To-Know Act Disclosure**

In compliance with the Student Right-To-Know Act, Pitt Community College hereby discloses a 4-year average (2014-2017) graduation/completion rate of 12% for first-time, full-time, degree/diploma/certificate seeking students.

## **PCC Archives**

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[www.pittcc.edu](http://www.pittcc.edu) 252.493.7232