1999-2000
General Catalog

PITT
Community College

Pitt Community College
Winterville, NC

Important Phone Numbers

Counselors
    Business Division – (252) 321-4261
    Construction and Industrial Division – (252) 321-4202
    University Transfer – (252) 321-4222
    Health Sciences – (252) 321-4268
    Developmental Courses – (252) 321-4217

Dean of Students – (252) 321-4211

Evening Programs – (252) 321-4267

Financial Aid – (252) 321-4339

General Information – (252) 321-4200

PCC Police/Public Safety – (252) 321-4210

Registrar – (252) 321-4232

Transcripts – (252) 321-4227

Weekend College – (252) 321-4381

PITT COMMUNITY COLLEGE

Greenville, North Carolina

Pitt Community College is accredited by the
Commission on Colleges of the
Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia (404) 679-4501)
to award Associate Degrees

**CATALOG OF COURSES
DAY AND EVENING PROGRAMS**

**Volume XXIII
1999-2000**

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 May 1, 1999. For information about changes after this date, contact the External Affairs Division Office or the Office of the Assistant to the Executive Vice President or the appropriate division director.

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

Students having questions not answered in this publication may secure additional information from the Office of the Dean of Students, Pitt Community College, P. O. Drawer 7007, Greenville, North Carolina 27835-7007; telephone (252) 321-4211.

It is the policy of Pitt Community College not to discriminate against any person on the basis of race, color, handicap, sex, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. Pitt Community College is an equal opportunity institution. For Admissions information please call (252) 321-4245 or visit our web page at: http://www.pitt.cc.nc.us

PRESIDENT'S MESSAGE

Welcome to Pitt Community College. We are delighted that you are interested in our College and look forward to serving you. Our wide range of programs, courses, and support services will assist you in achieving success in your chosen career.

The success of our graduates has been a guide for the continued growth of our College. There is a tremendous need for a better educated workforce in the twenty-first century, and Pitt Community College is ready to assist by offering courses and curricula necessary to meet the demands of local and regional employers. Whether you wish to complete high school, earn a college degree, improve your job skills, or learn one of the many skills taught in our adult and continuing education programs, I am confident that you will find a service or program to meet your needs at Pitt Community College.

This catalog provides you with a detailed description of the College's requirements, procedures, and offerings. What it cannot convey, however, is the satisfaction that comes from attending Pitt Community College. Here, the staff and faculty have a genuine concern for the welfare and future success of its students. The opportunity for successful career preparation is here for you. I urge you to take full advantage of the College's total resources in the development of your skills in your chosen field.

Dr. Charles E. Russell,
President

TABLE OF CONTENTS

PITT COMMUNITY COLLEGE

Academic Calendar – 1999 - 2000

FALL SEMESTER 1999

Late Registration: Day and Evening....................	Monday	August	16
Day and Evening Classes Begin...........................	Tuesday	August	17
Last Day to Drop/Add.....................................	Wednesday	August	18
Labor Day (campus closed)	Monday	September	6
Student Fall Break...	Monday	October	18
	- Tuesday	October	19
Faculty Fall Break..	Monday	October	18
Employee Development Day	Tuesday	October	19
Last Day to Officially Withdraw.........................	Thursday	November	11
Last Day to Remove Incompletes	Thursday	November	11
Telephone Registration for Spring Semester:.....	Monday	November	8
	- Sunday	December	12
Thanksgiving (campus closed)	Thursday	November	25
	- Saturday	November	27
Last Day of Classes...	Thursday	December	9
Reading Day..	Friday	December	10
Last Evening of Classes	Monday	December	13
Final Exams (Day Classes)..................................	Monday	December	13
	- Thursday	December	16

SPRING SEMESTER 2000

Late Registration: Day and Evening....................	Monday	January	10
Day and Evening Classes Begin...........................	Tuesday	January	11
Last Day to Drop/Add.....................................	Wednesday	January	12
Martin Luther King Holiday	Monday	January	17
Spring Break..	Wednesday	March	15
	- Saturday	March	18
Good Friday (campus closed)...............................	Friday	April	21
	- Saturday	April	22
Easter Monday (Student/Faculty vacation)	Monday	April	24
Last Day to Officially Withdraw............................	Friday	April	7
Last Day to Remove Incompletes	Friday	April	7
Telephone Registration for Summer Term:	Monday	April	10
	- Sunday	May	7
Last Day of Classes...	Saturday	May	6

Reading Day.. Monday   May   8
Last Evening of Classes ....Wednesday   May   10
Final Exams (Day Classes)..................................Tuesday   May   9
                                                        - Friday   May   12
Graduation.. Saturday   May   13

SUMMER TERM 2000

Late Registration: Day and Evening................... Monday   May   22
Day and Evening Classes Begin..........................Tuesday   May   23
Last Day to Drop/Add....................................Wednesday   May   24
Student/Faculty Vacation .... Monday   July   3
Independence Day Holiday (campus closed).......Tuesday   July   4
Last Day to Officially Withdraw........................Thursday   July   13
Last Day to Remove Incompletes......................Thursday   July   13
Telephone Registration for Fall Semester: .....Wednesday   July   5
                                                      - Sunday   July   30
Last Day of Classes...Thursday   July   27
Reading Day..Friday   July   28
Last Evening of Classes ....Tuesday   August   1
Final Exams (Day Classes).................................. Monday   July   31
                                                  - Wednesday   August   2

ORGANIZATION

BOARD OF TRUSTEES

PITT COUNTY BOARD OF COMMISSIONERS

12

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James H. Young, Ed.D. .... Director of Institutional Development

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Sandra L. Jones, A.A.S. .... Administrative Assistant to the Executive
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Apprenticeship/Cooperative Education
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....Cooperative Education
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James H. Young, Ed.D. .... Director of Institutional Development

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and Services

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Wes Wooten, B.S.   .... Computer Technical Support Specialist

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            .... Payroll Technician
            .... Head Cashier/Travel Technician
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Nicole Conlan   ....Assistant Graphic Arts Manager
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            .... Clerk, College Store
Alan T. Edwards, B.A. ....Chief of Public Safety
Jenny B. Edwards, A.A.S. .... Accounts Payable Technician
Pat Hardee, A.A.S.   .... Purchasing Technician
Judy Harris, A.A.S.   ....College Store Clerk/Bookeeper
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John "Buck" Sutton ....Public Safety Officer
Charles Taft   .... Mail/Shipping/Receiving Clerk
Linda V. Teel   .... Clerk, College Store
Deborah Vallandingham, B.S..................................... Business Manager
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14

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Bobby L. Allen ....Night Housekeeping
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Keith W. Bielby, Sr. ....Grounds Supervisor
Willie Brown, Jr., Diploma..Day Housekeeping
Stacy Bunting .... Groundskeeper Assistant
John Bynum .... Groundskeeper Assistant
David L. Carmon ....Night Housekeeping
Marty Corbett .... Groundskeeper Assistant
Kelvin Cox ....Night Housekeeping
Willie L. Cox ....Night Housekeeping
Mae Lee Daniels ....Night Housekeeping
Alton Ray Dixon .... Groundskeeper Assistant
Willie E. Garris ....Night Housekeeping
James T. Gorham .... Night Housekeeping Supervisor
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.... Instructor/Coordinator, Computer Instruction
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Peggy A. Williams, B.S. ....Instructor, Compensatory Education

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Teresa W. Thompson, A.A.S. ....LRC Technical Assistant for
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Coordinator
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Cynthia Tyson, B.A. ....Case Manager, Welfare to Work
Alton Wadford, B.S. ....JTPA Coordinator/JobLink
Venetia Waters, B.A. .... Instructor, HRD
Mary White, A.A.S. ....Secretary, Counseling
Marietta Williams, A.A.S. .... Registrar
Deidre Wilson, B.S.W...............................Case Manager, Welfare to Work
Wendy Wooten, B.S. ....Financial Aid Assistant

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Tammy J. Atchison, M.S. .... Biology

George L. Baka, B.F.A............................ Advertising and Graphic Design
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John R. Buck, M.A   .... Biology
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Tracy Cheatam, M.S. ....Chemistry
Katherine Y. Collins, M.S.H.E ....Chairman, Early Childhood
Bonnie Galloway, M.A.Ed..Mathematics
Brenda Harper-Ernest, M.S.H.E. .... Early Childhood
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Bryon W. Horton, M.S.....................................Mathematics and Physics
Sherry J. Horton, M.S......................................Mathematics and Physics
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Victor E. James, M.S......................................Chairman, Social Sciences
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Katalin Szucs, Ph.D. ....Mathematics
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Linwood E. Woodard, M.A........................ Health and Physical Education

Business

.... Division Director, Business
Shelley Allen, M.A.Ed... Information Systems

18

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Electronic Servicing Technology
Guerry Barbee, M.A.Ed. .... Division Director
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Joe Brittain, A.A.S.   ....Electrical/Electronics Technology
Faye Causey   ....Secretary, Construction/Industrial
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.. .. Electronics Engineering
Technology/Electronic Servicing Technology
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Technology
Roy C. Lanier, A.A.S. ....Chairman, Welding Technology
Richard D. Lee, A.A.S..................... Coordinator, Machining Technology/
Industrial Maintenance Technology
Norman K. Lilley, B.S.............................Automotive Systems Technology

William Mozingo, A.A.S. ....Coordinator, Air Conditioning, Heating and Refrigeration Technology

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.... Chairman, Industrial Management Technology/Human Resources Management

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Health Sciences

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Roselyn Armstrong, M.A, O.T.R./L ..... Chairman, Occupational Therapy Assistant

Rhonda Asher, B.S.M.T, (ASCP).. .... Medical Assisting

Bobby G. Austin, B.S.R.T.(R), (MR), (CT), (CV) ....Program Director, Imaging Technology

R. Lee Braswell, Jr., B.S.R.T.(R)(T) ..Program Director, Radiation Therapy

Angela T. Buck, R.N., M.S.N...............Second Level Coordinator, Nursing

DiAnne Cannon, A.A.S...................... Medical Secretary, Health Sciences

Bill Clark, R.T., (N)(R), C.N.M.T, B.S......... Chairman, Radiologic Sciences

Scott J. Clinefelter, CNMT, B.S. .... Program Director, Nuclear Medicine

Gayle O. Cobb, R.N., B.S.N .... Nursing

Louise R. Cox, R.T. (R)(CV), B.A. .... Assistant Chairman, Radiologic Sciences

Pamela Dail, R.N., M.A.Ed... Nursing

Robert L. DeSoto, M.S., M.S.W., A.C.S.W, C.C.S.W....................... Human Services Technology

Carol Douglas, R.N., B.S.N... Nursing

Frances T. Fisher, R.N., M.S.N .... Nursing

Margaret J. French, M.S .... Chairman, Human Services Technology

Lisa S. Gay, B.S., R.R.A...........................Health Information Technology

Kay Gooding, M.P.H., M.A.Ed., R.R.A...........................Chairman, Health Information Technology

Tommianne Haithcock, A.A.S., C.O.T.A/L. .... Instructor/Fieldwork Coordinator, Occupational Therapy Assistant

Marsha P. Hemby, R.N., C.M.A, B.A........... Chairman, Medical Assisting

20

Amy C. Hines, R.N., A.A.S., C.M.A. .... Medical Assisting
Rosalie Jacobi Hutchens, B.F.A. .... Secretary, Occupational Therapy
Assistant Fieldwork Placement
Angela James, B.S.B.A., M.B.A. .... Chairman, General
Occupational Technology
Rebecca Hylant, R.N., M.S.N. .... Nursing
Lyn M. Jacobson, R.T-R, R.D.M.S., A.A.S. .... Program Director,
Medical Sonography
Ann B. Land   .... Divison Secretary, Health Sciences
Karen M. Lee, R.T.(R), A.A.S. .... Clinical Coordinator, Radiography
Carla H. Lewis, R.N., M.S.N. .... Chairman, Nursing
Charissa L. Lewis, R.N., M.S.N .... First Level Coordinator, Nursing
Mara MacKenzie, R.D.M.S., R.D.C.S., A.A.S. .... Clinical Coordinator,
Medical Sonography
B. Allen Moye, Jr., C.R.T.T, R.R.T., A.A.S. .... Clinical Coordinator,
Respiratory Care
Pamela Paige, A.A.S. .... Radiography
Brenda L. Poole, B.S.N. .... Nursing
Latonya E. Shelton, R.N., C.M.A., A.A.S. .... Medical Assisting
Vikki Staton, B.S., M.A.Ed.H.Ed. .... General Occupational Technology
R. Bruce Steinbach, C.R.T.T., R.R.T, B.A.. ... Chairman, Respiratory Care
Carol C. Stevens, R.N., M.S. .... Nursing
M. Carolyn Strickland, C.R.T.T, R.R.T., L.P.N., A.A.S. .... Respiratory
Care

Legal Science/Public Service Division

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James L. Bullock, J.D., M.B.A, B.S.I.E. .... Paralegal Technology
Lora G. Clark, J.D., B.A. .... Paralegal/Criminal Justice Technology
Jimmie Dye, B.A   .... Criminal Justice Technology
Cindy Harrison, B.S   .... Basic Law Enforcement Training
Linda Jones   .... Cosmetology
Jeff Robinson, B.A.   .... Basic Law Enforcement Training
Joanne B. Venters, A.A.S. .... Secretary, Legal Science/Public Service
Jasper C. Wynne, B.S. .... Chairman, Greenhouse and Grounds

Preschool Laboratory Staff

Cyndra H. Gasperini, M.S.H.E., M.A.Ed. .... Director of Preschool
Laboratory
Mary Jane LaNeave, M.S.H.E. .... Teacher
Deborah Lamb-Cannon, A.A.S. .... Teacher
Melanie F. Mayo, A.A.S. .... Teacher

Sandra Richardson ....Cook
Rita VanLenten, A.A.S.. Teacher
Brenda B. Whichard .... Secretary, Preschool Laboratory

GENERAL INFORMATION

HISTORY OF THE COLLEGE

In March, 1961, Pitt Community College was chartered and designated by the 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 director of the center. The programs developed and expanded, and in 1964, the school was designated a technical institute by the State Board of Education. The name was changed in July, 1964, to Pitt Technical Institute, and it opened in its new facility, the Vernon E. White Building, in September, 1964, with nine curricula and 96 students.

Dr. William E. Fulford served as the institution's president from 1964-84. During those twenty years the institution experienced many changes and much growth.

In 1970, a second building, the Robert Lee Humber Building, was completed, providing an additional 31,458 square feet to serve the citizens of Pitt County.

In 1975, an addition was made to the White Building, adding a new student lounge with various recreational facilities. This addition also provided facilities for the Business Computer Programming curriculum.

The summer of 1979 brought about two important changes to Pitt Technical Institute. The Kay V. Whichard Building, a 26,000 square foot classroom/shop facility, was completed on campus. Also, the North Carolina General Assembly enacted a bill that changed Pitt Technical Institute to Pitt Community College. The change brought about the addition of the two-year college transfer programs.

Dr. Charles E. Russell was named President of Pitt Community College in 1984.

The Learning Resources Center (LRC), the Clifton W. Everett Building, was opened in 1987. The facility provides approximately 33,000 square feet of space for library, audiovisual, and media production services and for Individualized Instruction Center services.

A vocational education classroom and lab/shop building, the A.B. Whitley Building, was opened in February, 1990. The 32,300 square

foot facility provides space for the following programs: Machinist, Electronic Servicing, Electronic Engineering Technology, Architectural Technology, Manufacturing Engineering Technology, and Industrial Construction Technology.

The William E. Fulford Building, a 44,500 square foot classroom/lab building, was opened in January 1993. This facility provides space for the following programs: Imaging, Medical Assisting Technology, Associate Degree Nursing, Occupational Therapy Assistant, Phlebotomy, Radiation Therapy Technology, Radiologic Sciences, and Respiratory Care.

The Welding/Masonry Building, a 10,750 square foot facility, was opened in April, 1993.

The G. Henry Leslie Building, the college's center for Continuing Education was opened in November 1996. The facility includes the Small Business Center, Business and Industry Services, Basic Skills, Occupational Extension, and the Computer Technology Center.

The JobLink Career Center, a collaborative effort of 12 local agencies which provide job-seeking and training assistance to citizens, and qualified job applicants for employers opened in the Vernon White Building January 1997. The center assists the college in meeting its objectives for workforce development.

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. Today, Pitt Community College offers forty-one associate degree programs, numerous certificate programs, twenty diploma programs, and eighteen college transfer programs. The College has expanded its instruction to include classes via the internet, classes via the NC Information Highway, telecourses, and community-based classes. During Fall semester 1998, 4,800 curriculum students and 6,000 continuing education students were enrolled.

LOCATION

The College is located on Highway 11, South, between Greenville and Winterville.

PITT COMMUNITY COLLEGE MISSION

The mission of Pitt Community College is to enhance the economic development and quality of life of the community, provide a positive learning environment, promote academic excellence, and educate diverse populations to succeed in the workplace and in higher education.

DIVERSITY LEADERSHIP STATEMENT

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

NON-DEGREE CURRICULUM CREDIT

Students may enroll in available courses from different curricula for possible transfer or self-improvement.

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 all applicants who are high school graduates or high school leavers 18 years of age or older. The College has the right to selectively place these applicants.

GENERAL ADMISSIONS

The basic requirements for curricular programs (Health Sciences Admissions excepted) are as follows:

1. The College requires high school graduation or the high school equivalency diploma for all Associate in Arts and Associate in Applied Science degrees and for most diploma and certificate programs. Selected diploma and certificate programs require students to have at least eight units of high school work or special permission. An official high school transcript is required.

2. Each applicant must submit a completed Application for Admission.

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

4. Applicants for Electronics Engineering Technology and Architectural Technology should have completed one unit of algebra and one unit of geometry.

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

ASSET and COMPASS PLACEMENT TESTING

COMPASS (Computerized Adaptive Placement Assessment and Support System) is offered during select day and evening lab hours on a walk in basis. No appointment is required unless special accommodations are requested. Those requests will be referred to the Disability Services Coordinator. The ASSET placement test is administered for large group testing as needed.

To register for placement testing, students should see a Pitt Community College admissions counselor in their curriculum area. A PCC application must be turned in before taking the placement test. A test permit and picture I.D. is required for testing.

Students who have taken the SAT and scored a minimum of 500 on the verbal portion of the test will be exempt from the English placement test. Those that have scored a minimum of 500 on the math portion of the test will be exempt from the math placement test. Students who have taken the ACT must receive an averaged score of 20 on the English and reading portion to be exempt from the English placement test or 23 on the math test to be exempt from the math placement test. In order to receive a waiver from the placement test, students must provide a copy of the score report to the Testing Coordinator if it is not included on their high school transcript. **The minimum scores are subject to change without notice.**

HEALTH SCIENCES ADMISSIONS

Health Sciences programs have additional admissions requirements including a pre-admission test. 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 counselor.

The health sciences admissions committee will review each completed application and consider criteria including the following: admissions test scores; past academic achievement; and other factors deemed appropriate by the committee.

Application and completion of requirements for admission in Fall Semester to the health sciences programs should be completed as early as possible. The selection process begins in February.

Immunizations may be required of health sciences students.

The Pitt Community College health sciences programs are as follows:

Associate Degree Nursing
Cardiovascular/Vascular
Interventional Technology
Health Care Technology
Health Information Technology
Health Unit Coordinator
Human Services Technology
Respiratory Care

Medical Assisting Technology
Medical Sonography
Nuclear Medicine Technology
Occupational Therapy Assistant
Radiation Therapy Technology
Radiography
Cariovascular Sonography

Computer Tomography and Magnetic Resonance Imaging Technology

TRANSFER ADMISSIONS

Pitt Community College will accept students from other post-secondary institutions provided applicants

1. Submit formal applications, and
2. Have official high school transcript and official transcripts from each post-secondary institution attended mailed to the Office of the Registrar. Students with a baccalaureate degree from a regionally accredited college or university are exempt from submitting high school transcripts.

The dean of students may refuse admission to transfer students not in good standing at previously attended post-secondary institutions.

READMISSION OF CURRICULAR STUDENTS

Students re-entering after one or more semesters out of school, with the exception of the summer term, will follow normal admission procedures. Students out of school as a result of disciplinary action must appear before the dean of students and petition for readmission to the College.

PROVISIONAL ADMISSIONS

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

Students not completing admission requirements by the end of the semester will be reclassified as Non-Degree Credit. This will preclude their receiving financial aid and/or Department of Veteran Affairs (DVA) benefits.

HIGH SCHOOL ADMISSIONS (DUAL ENROLLMENT)

The College admits selected high school students to appropriate college courses as space permits under the following conditions:

1. The student is 16 years or older,
2. The student must be recommended by the high school counselor and have prior written approval from the high school principal and the designated representative for the local board of education, and
3. The student is taking at least three courses at the high school and is making appropriate progress toward graduation as determined by the school principal, and
4. The registrar of the College approves the enrollment of the student. High school students are exempt from the payment of tuition and activity fee.

HIGH SCHOOL STUDENTS ARE NOT ALLOWED TO ENROLL IN DEVELOPMENTAL COURSES AT THE COLLEGE UNDER THE DUAL ENROLLMENT POLICY.

INTERNATIONAL STUDENT ADMISSIONS

Pitt Community College has been approved by the U.S. Immigration and Naturalization Service to enroll international students from three categories: permanent residents with alien registration ('green card'), refugees, or student visa holders ('F-1').
An international student present in the United States on a student visa ('F-1') is considered a non-resident for the purpose of tuition payments. Length of stay, payment of taxes, or ownership of property, in themselves, do not qualify an international student for the status of legal resident or domicile. Neither federal nor state student financial aid is offered to an international student; therefore, he/she is required to submit an official bank statement (in dollars) from a bank or appropriate official certifying that the international student has sufficient funds to cover each year of expenses.

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

1. Graduation from a high school or equivalent as evidenced by an official copy of the secondary school transcript. All official transcripts must be accompanied by a certified English translation.
2. A score of 550 or better is required on the <u>Test of English As A Foreign Language</u> (TOEFL) examination. Exception: An international student whose country has English as the only official language is exempted from taking the TOEFL exam.

The college does not offer special English proficiency curriculum classes, but students may enroll in English As A Second Language classes offered through the Basic Skills Program in the Continuing Education Division. All students are required to make their own housing arrangements. For further information concerning international students' admissions, contact the Office of the Dean of Students.

STUDENT RIGHT-TO-KNOW ACT DISCLOSURE

Information concerning the Student Right-To-Know projected completion or graduation rate for Pitt Community College is available in the Counseling Office or the Office of the Registrar.

CRIME AWARENESS AND CAMPUS SECURITY ACT REPORT

As mandated by the Crime Awareness and Campus Security Act of 1990, the Pitt Community College Campus Police Office produces an annual report which includes statistics on offenses and arrests. Copies of this report are available in the Office of Public Safety.

TUITION, FEES AND OTHER EXPENSES

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

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

Fall and Spring Semester Full-time Tuition

All North Carolina residents enrolled for fourteen (14) or more curricular credit hours are charged a maximum tuition of $280.00 per semester.

Summer Term Tuition

All North Carolina residents enrolled for nine (9) or more curricular credit hours are charged a maximum tuition of $180.00 per semester.

Part-time Tuition

The tuition charge for North Carolina resident curricular students is $20.00 times the number of credit hours for which the student is enrolled. Example: 6 credit hours x $20.00 equals $120.00.

Senior Citizens

North Carolina residents 65 years of age or older shall be exempted from the payment of curricular tuition and some extension registration fees.

Audit Students

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

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 $2,282.00 per semester for full-time enrollment. For part-time students, the fee is $163.00 per credit hour.

RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower that that for non-residents. Copies of the applicable law concerning residency classification for tuition purposes are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. This manual is available for review in the Learning Resource Center. Any new student who desires to request consideration for in-state residence for tuition purposes is encouraged to submit a completed Appendix B to the Dean of Students' Office as soon as possible, but at least two (2) days before the beginning of TAP registration or two days before late registration. The Residence Committee will only review Appendix B applications that are submitted in accordance with the time line as stated above.

FEES AND OTHER EXPENSES

All tuition and fees must be paid in the Cashier's Office located in the Vernon White Building. The Cashier's Office is open Monday through Friday 8:00 a.m. to 5:00 p.m. Special hours apply during registration periods.

Student Activity Fee

The student activity fee for each full-time student (12 credit hours or more) will be charged during fall and spring semesters at a rate of $16.00 per semester. This rate is subject to change without notice.

Accident Insurance Fee

Accident insurance, covering hours in school and transportation between PCC and school supervised and sponsored activities, is required at a minimum cost per semester. Students must submit claims for injury covered under the accident insurance provisions immediately, but in no instance later than 30 days, in order to expect

coverage. All accidents must be reported to the dean of students within 24 hours of date of accident.

The premium for accident insurance is subject to change annually.

Professional Liability Insurance

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

Parking Fee

There is a nominal charge for parking permits each semester for all students .

Textbooks and Supplies

The cost of textbooks and supplies varies according to the program of study. These items may be purchased from the College Store. The College Store hours are Monday-Thursday, 7:45 a.m. – 7:30 p.m. and Friday, 7:45 a.m. – 5:00 p.m. Special hours exist at the beginning of each semester. Business hours are posted on the College Store door and bulletin boards throughout the campus.

Student Fees for Laboratory/Clinical/Shop

Lab fees (in the amount of $3.75 per lab hour) are charged for classes which require special equipment or supplies. The lab fee for OTA 220 OT Media II is $15.00.

REFUND POLICY

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

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic term as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

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

3. For classes beginning at times other than the first week (seven calendar days) of the 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.

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

Activity and insurance fees are nonrefundable.

Students desiring a tuition refund are asked to follow the steps listed below:

1. Contact a counselor to obtain the appropriate withdrawal form,
2. Complete the withdrawal form,
3. Submit the completed withdrawal form to the Office of the Registrar, and
4. Submit the application for refund to the Cashier's Office.

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 preregisters using Title IV Financial Aid funds and/or scholarships funds, and (1) fails to maintain measurable satisfactory academic progress resulting in the termination of financial aid, or (2) fails to begin classes during the first week of the term 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.

When a student recipient of Title IV Financial Aid funds withdraws or is dismissed from PCC prior to the end of an academic period, the institution will determine whether and to what extent the student received overpayment from such funds. This determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said students prior to that date.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated.

ACADEMIC REGULATIONS

CLASS SCHEDULE

Pitt Community College normally offers classes between the hours of 8:00 a.m. and 10:00 p.m. five days per week, except on Friday when all classes end at 6:00 p.m.

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

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

REGISTRATION

The College year consists of two semesters and a summer term. Students who are pursuing a course of study must preregister or register at the beginning of each semester as they progress toward their educational objectives. Returning students must make satisfactory settlement with the College for all indebtedness prior to registration. All students will register during the prescribed registration period for that semester (refer to College Calendar).

Telephone Registration and Late Registration

Telephone Registration (TAP - Telephone Access at Pitt) is held approximately the twelfth week of each semester. Each student should make an appointment with his/her advisor to review academic progress and plan courses for the coming semester.

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

Those students failing to register by phone at the designated time must complete registration on late registration day. Classes begin the day after late registration day. Attendance during the first days of class is critical to student success.

Auditing Courses

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

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

AN AUDIT CANNOT BE CHANGED TO CREDIT NOR CREDIT TO AUDIT AFTER THE DEADLINE FOR ADDING COURSES.

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

Registration for Developmental Courses

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

Developmental courses do not meet elective or graduation requirements.

Dropping and/or Adding Courses

In some instances it is necessary for students to make adjustments in their schedules. To ensure that the student receives proper credit, a drop/add card should be completed and processed through the registration area and registration form validated by the cashier. The College calendar (published in the Student Handbook and the General Catalog) indicates the last day to drop or add courses. This date is subject to change with proper notification.

NO COURSE IS OFFICIALLY DROPPED OR ADDED, INCLUDING CLASSES CANCELED BY THE COLLEGE, UNTIL THE REQUIRED PROCEDURE IS COMPLETED.

The procedure is as follows:

1. Obtain drop/add card from the Office of the Registrar or advisor,
2. Fill out card completely,
3. Have the advisor sign the card,
4. Process through the registration area, and
5. Have the computer form validated by the cashier.

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 chairman.

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

LATE ENTRY

The late entry date is the semester refund date or the class census date, whichever comes last. Students who have registered and paid may enter a class for the first time up to the late entry date. After the late entry date, students will not be permitted to enter without permission of the instructor. The instructor'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 experences).

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

ATTENDANCE

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

1.   Any day student absent five consecutive class meetings will be unofficially dropped. (see 5 below)

2.   Any evening student absent more than two consecutive class meetings will be unofficially dropped. (see 5 below)

3.   A student may be reinstated into the class after being unofficially dropped if deemed appropriate by the class instructor.

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

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

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 the between-classes time needed for students with disabilities.

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

WITHDRAWAL FROM CLASSES

Official Withdrawal

During the first twelve weeks of a semester, a student may withdraw from standard 16-week courses without penalty. (See College calendar for applicable date each semester.) For all courses other than standard 16-week courses, the 75% point of the class will be the official withdrawal deadline. *FOR STANDARD 16-WEEK COURSES, NO*

OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST FOUR (4) WEEKS OF ANY SEMESTER. FOR ALL COURSES OTHER THAN STANDARD 16-WEEK COURSES, NO OFFICIAL WITHDRAWALS WILL BE PERMITTED DURING THE LAST 25% OF THE CLASS. ANY EXCEPTIONS TO THIS POLICY MUST BE AGREED UPON BY BOTH THE STUDENT'S CURRICULAR DIVISION DIRECTOR AND THE DEAN OF STUDENTS. Official withdrawals do not count as hours attempted.

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

1. Obtain a withdrawal card from a counselor or the Office of the Registrar,
2. Complete and have advisor sign card,
3. Have card signed by financial aid and/or veteran affairs officer if receiving aid, and
4. Submit completed card to the Office of the Registrar.

After the deadline for official withdrawal, the student should see his/her curricular division director.

Students who officially withdraw from courses will not receive grades for those courses. Only the course(s) for which they registered and the official withdrawal designation will appear on the transcript. For more information, see the counselors or the Office of the Registrar.

Unofficial Withdrawal

An unofficial withdrawal from one or more classes is given to students who leave school or stop attending classes without qualifying for or following procedures for official withdrawal status. This includes students dropped for excessive absences (see Attendance) and not reinstated. Unofficial withdrawals count as hours attempted with quality points of "0" in determining the grade point average (GPA). Students who leave school without officially withdrawing will lower their GPA and jeopardize future readmission to the College. For more information see the counselors or the Office of the Registrar.

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

ALTERNATIVE CREDIT

Credit by Examination

A student who evidences prior proficiency for a course due to previous work or educational experience may apply for credit by examination provided the student is currently enrolled in the College.

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

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

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

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

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

1. Contact the advisor and the department chairman for that course to obtain the Permit for Credit by Examination,
2. Contact and have the Office of the Registrar 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 Office of the Registrar 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)

Challenge Examination

Students enrolled in a course may feel they have become proficient in course subject matter based on work or educational experience. They may, with the instructor's approval, "challenge" the course by taking the challenge examination during the first twelve weeks of the semester. A student may not challenge a course more than once.

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

Transfer Credit

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

Transcripts for all students enrolled in a curricular program will be evaluated automatically.

Students transferring to Pitt Community College may transfer courses applicable to their curriculum with comparable course content so long as the GPA of all courses being transferred does not fall below a 2.0. **EXCEPTION:** Students transferring into health science curricula programs may not transfer any health science courses with a grade below "C." Any course listed as part of the associate in arts degree may not transfer with a grade below "C". Only hours earned are transferable; grades do not transfer.

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

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

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of "Transfer Credit Practices of Designated Educational Institutions," published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or similar publications.

Credit for Non-Traditional Learning

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

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

Advanced Placement Examinations/CLEP

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

Educational Experiences in the Armed Services

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

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

2. Attach documentation of successful completion of course. Documentation may include DD Form 295 Application for the Evaluation of Educational Experiences During

Military Service, DD Form 214 Armed Forces of the United States Report of Transfer or Discharge, course completion certificates, AARTS (Army/ACE Registry Transcript System) transcripts, or MOS (Military Occupational Specialty) Evaluation Score Reports.

3.   Submit completed form and appropriate documentation to the Office of the Registrar.

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

Experiential Learning

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

Advanced Placement Credit for High School Students

Pitt Community College and Pitt County Schools have entered into an articulation agreement to provide advanced placement for selected high school courses. High school graduates who successfully complete one or more of the selected courses and present evidence of the required level of mastery of skills in the course(s) will be granted credit at Pitt Community College for the comparable course in a degree or diploma program.

The following procedure applies to awarding credit for coursework through advanced placement.

1.   The PCC departmental advisor, through consultation with the student and review of appropriate documentation, will complete the PCC Advanced Placement form to recommend credit for the course. The advisor will submit the form to the department chair responsible for the course.

2.   The department chair will verify the eligibility of the course for PCC advanced placement. Upon approval, the department chair will submit the form to the Office of the Registrar.

3.   Upon graduation from high school, if the student enrolls at Pitt Community College within one year, the advanced placement credit will be recorded on the student's permanent academic transcript.

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

GRADE POINT AVERAGE (GPA)

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

The major grade point average is calculated on the required courses for the student's current major, including only the highest grade earned on each course. (see Graduation Requirements)

DEAN'S LIST AND HONOR ROLL

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

The Dean's List and Honor Roll are prepared by the Office of the Registrar and mailed to all local or area newspapers of the students qualifying for either. The newspaper is selected based upon the student's address of record.

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.

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

*Not included in computing grade point average.

INCOMPLETE

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

In order to remove an "I" in a curriculum course, the student must complete the work during the first twelve weeks of the next semester immediately following receipt of the "I" (see College Calendar). (EXCEPTION: To remove an "I" in a developmental course, a student must re-enroll in the course.) An "I" that is not removed during the first twelve weeks remains on the transcript but does not calculate in the student's grade point average. If the student fails to remove the "I" during the twelve week grace period, the student must re-enroll in the course IF CREDIT FOR THE COURSE IS NEEDED.

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

ACADEMIC PROGRESS

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

Academic Probation

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

Unsatisfactory Academic Progress

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

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

Satisfactory Academic Progress

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

Good Academic Standing

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

Standards of Academic Progress Scale

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

Scale for Diploma and Certificate Programs

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

Scale for Associate Degree Programs

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

This policy does not apply to students classified as Non-degree (those students not working toward a degree or diploma).

Grades are mailed to students at the end of each semester.

The cumulative hours earned on the grade report includes credit hours transferred from other colleges and previous coursework taken at Pitt Community College.

PRIVACY OF EDUCATIONAL RECORDS

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

Within the College, only those individuals acting to facilitate the student's educational pursuits shall have access to a student's educational records. This includes instructors, advisors, department chairs, division directors, 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 Office of the Registrar. 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 Office of the Registrar. 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 Office of the Registrar.

Directory information (student's name, 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 Office of the Registrar in writing. Requests for non-disclosure must be filed annually.

Additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained from the Office of the Registrar or the Learning Resources Center.

TRANSCRIPTS

Student transcripts are available under the provisions of The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Under

this Act, written consent from the student is required before the student records can be released to anyone. Additional information may be obtained from the Office of the Registrar. Pitt Community College requires a written request 24 hours prior to release of a transcript.

The first two transcripts are free; subsequent transcripts are $1.00 each.

All financial obligations to the College must be cleared before any transcript will be released.

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 and in the Learning Resources Center. The counselors and the faculty advisors will assist students in selecting an appropriate institution and in interpreting its requirements.

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

CHANGES IN REGULATIONS

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

CHANGES IN MAJOR COURSE OF STUDY

Students desiring to change major courses of study must receive academic counseling. A request for change of curriculum is initiated with an admissions counselor, signed by both previous and new advisors, and returned to the Office of the Registrar. No registration schedule should be completed by an advisor until this is done.

Students who plan to graduate should not request a change of curriculum until all required courses have been completed in their current curriculum (although they may take courses outside the current curriculum prior to its completion). This will enable the Office of the Registrar 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 pursue two curriculums simultaneously may do so by completing a request for double major with the Office of the Registrar.

STUDENT CLASSIFICATIONS

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

GRADUATION REQUIREMENTS

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

All students must:

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

2.   Earn a minimum of 2.0 grade point average ("C" average) in the required courses of the curriculum * for which they are applying for graduation,
3.   Clear all financial obligations to the College,
4.   Complete at least 25% of credit hours required for the degree or diploma at the College, of which 12 semester hours must be major course work with appropriate departmental prefix designation (see Transfer Credit), and
5.   Apply for graduation with faculty advisor by the fifteenth calendar day of the semester of anticipated graduation.

* All health science students (excluding Human Services Technology) must maintain a grade of "C" in all major courses.

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

Students should meet with their advisors and complete their graduation checklists during preregistration for the candidates' last semester of attendance. The advisors will submit a list of potential candidates for graduation to the registrar and to the dean of students. After validation by the registrar, the dean of students will be notified of candidates' eligibility for graduation. Those students determined ineligible will be notified by their advisors.

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

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

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

GRADUATION AFTER TERMINATION OF ATTENDANCE

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

CATALOG OF RECORD

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

REPETITION OF COURSE WORK

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

Any course repeated will be recorded and calculated in the cumulative grade point average (GPA). Only the highest grade will be used in calculating the GPA and total semester hours of credit toward graduation.

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

Non-Degree Curriculum students will be required to obtain approval of the department chairman to repeat a course more than two times. The student may be asked to justify the need for further course repetition.

Veterans should be aware that they cannot receive DVA benefits for repeating courses previously passed.

THE FACULTY ADVISOR SYSTEM

The faculty advisor system is designed to make a contribution to the students' educational progress. Students who have declared curricula are assigned a faculty advisor. Students may know their advisors not only as instructors, but also as one from whom they may receive assistance in program planning, scheduling, and registration. The objectives of the faculty advisors are as follows:

* To have a conference with each new advisee as soon as possible to get acquainted.

* To be alert to student problems in order to assist the student in both academic and personal matters. (Problems which the advisor feels unqualified to handle should be referred to the counselors' office.)

* To assist the individual student in planning an academic schedule to meet course prerequisites and curriculum requirements. To assist the student in completing the graduation checklist.

* To maintain an academic progress file on each advisee. (This file should include grade reports, a graduation checklist, and an information sheet.)

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

* To serve, upon request of the student, as the student's representative in conferences where decisions affecting status are made.

FINANCIAL AID

The goal of Pitt Community College's financial aid office is to provide assistance to students having financial need. Need is the difference between the cost of education and the amount the student and family can afford to pay, as determined by a standard formula. Need is determined by evaluating the information provided on an aid application. Factors such as income, assets, and benefits are considered in determining the need for aid. Amount of actual awards are determined after receipt of the Student Aid Report, either from electronic processing or from the student. The financial aid office is open Monday through Friday from 8 a.m. to 5 p.m. and on Monday evenings from 5:00 p.m. to 8:00 p.m. for the convenience of evening students.

Financial aid is awarded on an annual basis; therefore, students must submit new financial aid applications each year. Financial aid will be awarded only for courses within a student's curriculum.

To receive financial aid, students must be enrolled in an eligible curriculum (degree or diploma) and students must also have a high school diploma or GED. Students must maintain satisfactory academic progress according to the standards of the College and not owe a refund on a grant or be in default on an educational loan.

The financial aid office will mail an award letter explaining the award amounts and dates of disbursement to each eligible aid recipient.

ACADEMIC REQUIREMENTS FOR SATISFACTORY PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE

Federal regulations require minimum standards of satisfactory academic progress which students must meet in order to receive Title IV financial aid which includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Stafford Loan, North Carolina Student Incentive Grant, and funds from other federal or state administered programs.

A. Measurable Satisfactory Academic Progress

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

DIPLOMA/CERTIFICATE PROGRAMS		ASSOCIATE DEGREE PROGRAMS	
Hours Toward Degree	GPA	Hours Toward Degree	GPA
0-9	1.00	0-10	1.00
10-18	1.35	11-20	1.25
19-27	1.75	21-30	1.50
28 and above	2.00	31-40	1.75
		41-50	1.90
		51 and above	2.00

2. Students must also meet the requirements of the Measurable Time Frame Chart. 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. Students enrolled for 9 to 11 credit hours are three-quarter time students, and students enrolled for 6 to 8 credit hours are one-half time students. Students who are enrolled for 5 or less credit hours may be eligible for Pell Grant; the semester hours are combined for use on the Measurable Time

Frame Chart. The Chart includes all hours attempted, including those for which the student did not receive financial aid.

MEASURABLE TIME FRAME CHART

Semester at PCC	Full-Time Student	3/4 Time Student	1/2 Time Student
1st	12 (Total)	10 (Total)	6 (Total)
2nd	12 (24)	10 (20)	6 (12)
3rd	12 (36)	10 (30)	6 (18)
4th	12 (48)	10 (40)	6 (24)
5th	12 (60)	10 (50)	6 (30)

For any semester after the 5th, contact the Financial Aid Office for the number of requested hours.

B. Financial Aid Probation-Unsatisfactory Academic Progress

1. Students who fail to meet the requirements in A.1 for any semester are placed on FINANCIAL AID PROBATION and considered to be making UNSATISFACTORY ACADEMIC PROGRESS. Students in this category may continue to receive financial aid for one additional semester. If the requirements are **NOT** met at the end of this semester, his/her financial aid will be terminated until the requirements are met for reinstatement.

2. Failure to meet the requirements in A.2 (Measurable Time Frame Chart) will result in immediate termination of financial aid benefits.

3. Students who receive financial aid and withdraw from school for two consecutive semesters will not be allowed to continue receiving financial aid until they have attended one semester with no financial assistance and made satisfactory academic progress for the semester. Unusual verifiable circumstances may be appealed to the Financial Aid Committee.

C. Appeal Process

1. Students may appeal their suspension/termination of eligibility for financial aid only for "extraordinary circumstances" to the director of financial aid.

2. Appeals must be in writing, accompanied by appropriate documentation, and presented to the director of financial aid for action

by the committee which is composed of the dean of students, the director of financial aid, and the financial aid officer.

D. Procedures for Reinstatement

1. Students who have had their financial aid eligibility terminated may be reinstated in one of the following ways:

a.   By approval of the Financial Aid Committee, or
b.   By enrolling in the College without the benefit of financial assistance until the requirements in A.1 and A.2 are met.

2. Retroactive payments of financial aid for semesters when students were on probation is prohibited.

E. Incompletes

Students who receive incompletes in courses and who re-enroll in those courses in a subsequent term may include those hours for purposes of determining enrollment status.

F. Non-Credit Courses

Non-credit courses and courses that are being audited may not be included in a student's enrollment status for financial aid purposes.

G. Maximum Number of Academic Years to Receive Degree

Students are expected to finish their degree or program within 150% of their curriculums' normal time frame. Students who attend beyond the 150% time will not be eligible to receive financial aid. Special circumstances may be appealed to the Financial Aid Committee.

GRANTS

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (F-SEOG)

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

North Carolina Student Incentive Grant

Undergraduate students who are legal residents of North Carolina accepted for enrollment or enrolled full-time in good standing may apply for the North Carolina Student Incentive Grant to help pay for their educational expenses. Students must demonstrate "substantial financial need" as determined by the federal student aid application.

Students may apply for this grant by checking the appropriate blocks on the federal student aid application. The deadline for the grant is March 15 of each year.

LOANS

Federal Stafford Loans
(formerly Guaranteed Student Loans)

Federal Stafford Loans are low interest loans made by a lender to students attending school at least **half-time**. Loans are made by a lender such as a bank, credit union, or savings and loan association. College Foundation, Inc., located in Raleigh, North Carolina, acts as a lender for most Pitt Community College students.

The maximum amount that a student can borrow is:
$2,625 for a first-year dependent undergraduate student enrolled in a program of study that is a full academic year.

$3,500 for a second-year dependent undergraduate student, and the remainder of your program is a full academic year.

$6,625 for a first-year independent undergraduate student enrolled in a program of study that is a full academic year. (At least $4,000 of this amount must be in an unsubsidized Federal Stafford Loan.)

$7,500 for a second-year independent undergraduate student, and the remainder of your program is a full academic year.

For new borrowers interest will be variable, but not higher than 8.25%. Variable rates are set each June.

The interest rate is shown on the promissory note for each loan.

There is an "origination fee" of 3%, which will be deducted proportionately from each loan disbursement. This fee is passed on to the federal government to help reduce the government's cost for these loans. The lender may also collect an insurance premium of up to 1% of the loan principle. This premium will also be deducted proportionately from each disbursement.

Repayment for Federal Stafford Loans begins six months after graduating, leaving school, or dropping below half-time status. Student must notify the lender in any of these cases.

Before receipt of a Federal Stafford Loan, student eligibility for a Federal Pell Grant must be determined. If eligible for the grant, the grant amount will affect the amount borrowed under the Federal Stafford Loan program.

Federal Plus Loans

Federal Plus Loans are for parents who want to borrow to help pay for their children's education. This loan provides additional funds for educational expenses. This loan has a variable interest rate, adjusted each year and will be shown on the promissory note. The maximum amount that can be borrowed is the amount of the cost of education minus other aid. The lender may charge an insurance premium of up to 3% of the loan principal. This premium must be deducted proportionately from each loan disbursement made to the student. Federal Plus Loan borrowers generally must begin repaying both principal and interest within 60 days after the last loan disbursement. There are no grace periods for Federal Plus Loans.

Before receiving a Federal Plus Loan, student eligibility for a Federal Stafford Loan and for a Federal Pell Grant must be determined. If eligible for aid from either or both of these programs, the amount of eligibility may affect the amount borrowed under the Federal Plus Loan program.

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

Burroughs Wellcome Loan Fund
Doris Hall Phelps Memorial Loan Fund
PCC Nursing Loan Fund

PCC Emergency Loan

This loan is administered by Pitt Community College. It is available during late registration **only** for individuals who need a short-term loan to enter school. Loans are made for the amount of tuition and fees or the cost of books up to tuition cost. All loan applicants require a co-signer. The requirements for a co-signer are: must be twenty-one years of age or older, be employed, and must **not** be a student. All co-signers must present valid picture identification. Due to limited availability of funds, loans are made at the in-state tuition rates only. Contact the Financial Aid Office for additional information.

FEDERAL WORK-STUDY

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

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

REFUND/STUDENT REPAYMENT POLICIES FOR TITLE IV PROGRAMS

When a student recipient of Title IV Financial Aid funds 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 overpayment from such funds. This

determination will be based upon any discrepancy between the amount of allowable costs (educational cost including room, board, books, supplies, transportation and miscellaneous expenses) incurred by the student up to the date of withdrawal and the amount of Title IV funds received by said student prior to that date.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program from which they were originally allocated.

SCHOLARSHIPS

Scholarships are available to students based on different factors such as program of study, academic performance, need, and county of residence. Students should contact the Financial Aid Office for more information on the following scholarships:

Baer Academic Scholarship
Boyce Nursing Scholarship
Carolina Power and Light Company Scholarship
Carolina Power and Light Company Scholarship for Electrical Installation or Air Conditioning, Heating and Refrigeration
Sprint Scholarship Program
Sprint College Transfer Scholarship
Phillip L. Clark NOW Fund
William E. Fulford, Jr. Memorial Scholarship
Greenville/Pitt County Homebuilders Association Scholarship
North Carolina Community College Scholarships
Pat Chenier Memorial Scholarship
PCC Foundation Scholarships for Academic Excellence
PCC Foundation Technical Scholarships
PCC Foundation Vocational Scholarships
PCC Institutional General Scholarships
Piggly Wiggly Scholarships
Pitt County Electrical Contractors Association Scholarship
Service Roofing Scholarship
Beth Butler Smithwick Memorial Scholarship
Van Nortwick Scholarships
Van Nortwick Scholarships for Current Pitt Community College Students
Wachovia Technical Scholarship
Winterville High School Class of '43 Scholarship
Vernon E. White Scholarship
Danny Woods Scholarship

OTHER SOURCES OF ASSISTANCE

Job Training Partnership Act/Workforce Investment Act

This program is a source of financial aid which can be utilized to offset the cost of training for individuals deemed eligible. For further information, contact the JTPA Employment and Training Specialist in the JobLink Career Center.

Vocational Rehabilitation

Any person who has a substantial physical or mental condition which prevents employment may be eligible for services from the North Carolina Division of Vocational Rehabilitation Services. If eligibility is determined, financial assistance for educational costs may be provided as part of a total rehabilitation program. For further information contact any Vocational Rehabilitation unit office. The Greenville unit office is located at 111 Eastbrook Drive. The telephone number is 830-8560.

North Carolina National Guard Tuition Assistance Program

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

Local Sources of Financial Aid

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

Veteran Benefits

The Veteran Benefits Laws provide financial assistance to any veteran enrolled in an approved curriculum and eligible for benefits. To be eligible, the veteran student must be enrolled in an approved curriculum and taking (for pay) only those classes required for graduation in the chosen curriculum. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the school standards for continuing eligibility for payment.

Department of Veteran Affairs (DVA) payments for veterans in a diploma or degree program are based on credit hours per semester as indicated below:

12 or more credit hours	full-time
9-11 credit hours	three-quarter-time
6-8 credit hours	half-time
Below 6 credit hours	tuition and fees only

Records of progress (transcripts) are kept by this institution on veteran and non-veteran students. Progress records are furnished at the end of each scheduled school term.

The Pitt Community College Department of Veteran Affairs Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and on Mondays from 5:00 p.m. to 8:00 p.m. for the convenience of evening students.

Dependents of Veterans

The Department of Veteran Affairs offers up to 45 months of educational benefits for qualified dependents of certain disabled or deceased veterans. An allowance of up to $485.00 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, or the DVA Regional Office in Winston-Salem.

STUDENT DEVELOPMENT

COUNSELING

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

Students are requested to schedule an appointment for counseling sessions, but they may be seen on a walk-in basis. Counselors are available Monday through Friday from 8:00 a.m. to 5:00 p.m. in the following locations:

General Admissions/College Transfer	Warren Building
Admissions/Industrial & Construction	AB Whitley Building
Admissions/Business & Legal Science	Humber Building

| General Admissions/Developmental Studies | Leslie Building |
| Health Sciences | Fulford Building |

Evening counselors are available Monday through Thursday from 5:00 p.m. until 8:00 p.m. in the Vernon White Building, Room 1 (JobLink Center).

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

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

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

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

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

Students desiring to change major courses of study must receive academic counseling. A request for change of curriculum is initiated with an admissions counselor, signed by both previous and new

64

advisors, and returned to the Office of the Registrar. 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. If students need to apply for an official withdrawal during the official withdrawal period, they may obtain a withdrawal card from a counselor. The exit interview would aid the college in revising programs and services.

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

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

Educational Advising: Students who are undecided about their course of study are encouraged to use the JobLink Center.

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.

Counselors remain in touch with students throughout their college years to facilitate the fulfillment of their plans and to make their educational endeavors meaningful and productive.

JOBLINK CAREER CENTER

The JobLink Career Center assists students and graduates in career decision-making, planning for marketability, and job search. There is no charge for any of the services. The center is open Monday through Thursday from 8:00 a.m. to 8:00 p.m. and on Friday from 8:00 a.m. to 5:00 p.m. for the convenience of evening students.

The staff offers assistance to individuals and groups in the development of career goals by examining interests, aptitudes, values, and exploring career interests. The Career Resource Center offers a wide variety of self-services for job placement and career planning including: CHOICES, Winway Resume, labor market information by county, region, or statewide, and much more. Available educational and career resources include information on careers such as educational requirements, personal qualities, job prospects, locations, details on the nature of the work, salary ranges, and opportunities for advancement as well as 4-year college catalogs, employer information and applications, and job opportunity listings.

Placement services are provided for Pitt Community College students and alumni who register with the center. Up-to-date information on job openings from private, governmental, and educational institutions is available. The staff offers help in resume preparation, completing job applications, interview skills, and creative job search strategy. An on-site Employment Security Commission interviewer and JIS terminals are also available.

The JobLink Career Center is the liaison between Pitt Community College students and potential employers. All students and alumni are encouraged to register with the center.

HUMAN RESOURCES DEVELOPMENT

Human Resources Development (HRD) is a structured program to recruit, counsel and train unemployed and underemployed adults. The primary objective is to help trainees orient themselves to the world of work, appreciate the effects of their behavior on others and development the basic academic and communication skills prerequisite to obtaining and maintaining employment. HRD offers a non-traditional entrance into the community college system without the fear of failure.

The target population for HRD programs has always been the unemployed or underemployed. Now, HRD students are being defined

as job, education and/or training seekers and can be divided into three categories:

(1) Emerging workers – those who are first time entrants to the workforce;

(2) Transitional workers – those who are currently unemployed, including long-term and short-term unemployed, dislocated workers, out-of-school youth, inmates/parolees and persons receiving public assistance payments; and

(3) Current workers – those who are currently unemployed and want continuous retraining, upgrading and/or lifelong learning to remain competitive in the workplace.

One of the greatest strengths of the HRD program is its follow-up policies. All graduates receive follow-up at 3-month, 6-month, and 12-month intervals after the exit date of HRD training. This lengthy follow-up period allows HRD staff more time for coaching and counseling; thus, assisting those who need additional help seeking and maintaining meaningful employment/educational training opportunities and praising those who are currently working or are in training. These activities are aimed to enhance the student's employment opportunities.

DISABILITY SERVICES

The Office of Disability Services is designed to provide academic, personal and technical support services to students with disabilities who qualify for postsecondary education, but whose deficits are such that they are unlikely to succeed in college without those services. Referrals are made as needed to other campus-based programs and community agencies. Complete confidentiality is assured to students. The Disability Services Office is open Monday through Thursday rom 7:30 a.m. until 5:00 p.m. and Friday from 7:30 a.m. until 3:00 p.m. The Office of Disability Services is located in Room 20 of the Vernon White Building.

ATHLETICS PROGRAM

The intercollegiate athletics program seeks to support the Pitt Community College mission by providing opportunities for students to participate in organized competitive sports activities. The purpose of

the athletics program is to promote and encourage athletics in such a way that results will be consistent and supportive with the total educational purpose of Pitt Community College to include academic success, physical and emotional well-being, and social development.

It is the philosophy of the athletics program 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, and other campus organizations, the athletics program receives faculty, staff, and student feedback and evaluation to determine the effectiveness of the athletics program.

The athletics program is designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds. Pitt Community College offers only intercollegiate athletics, due to the lack of interest in intramural sports. Pitt Community College accepts its responsibility to provide a fair and equitable process for selecting those who participate in athletic competition.

Pitt Community College believes that athletic participation is a privilege and seeks to provide an environment that is free from drug and substance abuse for the purpose of enhancing athletic performance by any athlete engaged in competition.

Athletic Conduct Policy

*   Athletes must conduct themselves at all times in such a manner that will not cause embarrassment to Pitt Community College.

*   Athletes must not use profanity.

*   Athletes must not use drugs or alcohol.

*   Athletes must abide by rules and regulations set forth by coach(es) of each sport and are subject to the rules governing NJCAA and ECCCAC.

*   Athletes must communicate with faculty regarding scheduled sports events which will involve being absent from class(es) and must be responsible for making up classwork in a timely manner.

* Athletes must maintain a grade point average which meets NJCAA and ECCCAC guidelines in order to participate in athletic competition.

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

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 Pitt County Memorial Hospital. 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.

LOST AND FOUND

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

MENTAL HEALTH SERVICES

PCC and the Pitt County Mental Health Center have developed a Student Assistance Program. This program is available to full-time students who might benefit from the Services of Pitt County Mental Health Center. Students who are referred to the Center by PCC receive three free visits. Students are responsible for payment after the first three visits with the fees based on a sliding scale. Contact the Office of the Dean of Students for more information on this program.

FOOD SERVICE

The College has a hot food service operated in the student lounge. Hot sandwiches, other short-order items, and fountain drinks are available. Hours of operation are 7:30 a.m. to 2:00 p.m. Monday-Friday.

Vending machines for soft drinks, cigarettes, and snacks are located in each building.

PRESCHOOL LABORATORY

As part of its Early Childhood Education program, Pitt Community College has a preschool laboratory on its campus which operates Monday - Friday from 7:00 a.m. to 5:30 p.m. The PCC Preschool Laboratory is AA licensed by the North Carolina Department of Human Resources, Division of Child Development to serve children ages two to five years old.

To enroll a child in the PCC Preschool Laboratory, a parent or guardian should call or visit the Center. A waiting list is maintained by the director and openings are filled on a first-come, first-served basis, with preference given to PCC students, faculty and staff.

HOUSING

The College does not provide housing facilities for students either on or off campus.

IDENTIFICATION CARDS

All day students must have a valid Pitt Community College ID card while on campus. ID cards will be made at the Campus Police Office.

STUDENT ORGANIZATIONS

American Association of Medical Assistants (AAMA)

Students enrolled in the Medical Assisting Technology program may join the local (Pitt County Chapter), state, and national AAMA. AAMA meets monthly and provides opportunities for professional growth, fun, and fellowship.

American Institute of Architecture Students (AIAS)

The American Institute of Architecture Students is made up of approximately 10,000 members, most of whom participate in the 170

70

chapters around the United States and Canada. Each chapter focuses on the needs of architectural students and plans activities to stimulate interest in the field of architecture. Membership in AIAS is open to anyone interested in the organization and its purposes.

Association of Information Technology Professionals (AITP)

The student chapter of the AITP is open to all business computer programming majors at PCC. It is intended to complement classroom studies by providing opportunities for professional development and career planning through field trips, speakers, programs and interaction with information processing professionals. The student chapter is sponsored by the local (Coastal Plains) chapter which meets monthly in Greenville. Student members are invited to these meetings and may also attend the yearly regional AITP Conference which hosts a student programming contest. Students are encouraged to join the AITP early in their career at PCC.

Criminal Justice Association

Any student of Pitt Community College by virtue of their registration, declared course of study as Criminal Justice Technology, and payment of their student activity fees shall be eligible to join the Criminal Justice Association. It is the policy of Pitt Community College and the Criminal Justice Association not to discriminate against any person on the basis of race, color, handicap, sex, religion, age, or national origin in the operation of its programs and activities, as specified by federal laws and regulations. Membership in this association is voluntary and deemed official upon verification of registration as a student in the Criminal Justice Technology Curriculum and upon payment of annual non-refundable dues in the amount of $10.00.

Delta Epsilon Chi

Delta Epsilon Chi is the student organization for the Marketing and Retailing program. It is the college division of DECA--Distributive Education Clubs of America. Students enrolled in the Marketing and Retailing curriculum may join. No grade point requirement must be met to join.

Gamma Beta Phi

Gamma Beta Phi is a national honor, educational service organization chartered at Pitt Community College in 1975. Eligibility is determined based on the top 20% of cumulative GPA's from the previous semester of those students who are in a degree granting

program and have completed at least 12 semester hours. The primary purpose of the society is to encourage scholastic efforts and reward academic merit, and to foster, disseminate and improve education through appropriate community service projects.

International Student Organization

The International Student Organization is made up of students who are born and/or raised in foreign countries. Its purpose is to be a support group for foreign students of all ages and to sponsor activities that enhance cross-cultural understanding among students.

Phi Beta Lambda

Phi Beta Lambda is a post-secondary business organization for students with an interest in the business world. It is a nonprofit, educational association made up of students pursuing careers in business or business education. The Pitt Community College Chapter (Xi Beta Eta) is chartered by the national and North Carolina organizations.

Pitt Community College Association of Nursing Students (PCANS)

The Pitt Community College Association of Nursing Students (PCANS) contributes to nursing education and influencing the educational process; provides programs representative of fundamental and current professional interest and concerns; and aids in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people of all walks of life.

Students currently enrolled in or accepted into, but not yet enrolled in PCC's Associate Degree Nursing program may join as active members. Pre-nursing students enrolled in classes leading to an associate degree, diploma, or baccalaureate degree in nursing may join as associate members.

Pitt Community College Chapter of the Mental Health Association of Pitt County

The Mental Health Association in Pitt County is part of the nation's oldest and largest voluntary citizens organization which is concerned with all aspects of mental health and mental illness. They are persistent in their efforts to better inform the public about mental and emotional illnesses and to seek solutions for those who suffer from them. By paying a $5 membership dues, students may join in the fight against mental illness.

72

Pitt Community College Paralegal Association

Pitt Community College Paralegal Association (PCCPA) is a student organization affiliated with the North Carolina Paralegal Association, Inc. Students enrolled at least half-time in the Paralegal program may join. No grade point requirements must be met to join.

Pitt Community College Student Ambassadors

Eight to ten students are selected each year to serve as student ambassadors for the college. The ambassadors serve as hosts and tour guides for special events. They also make public speaking presentations and assist with student recruiting. Students receive collegiate apparel and tuition in exchange for their services. Applications are available in the Office of the Dean of Students.

Southern Organization of Human Service Education (SOHSE)

SOHSE 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.

Student Government Association (SGA)

The Student Government Association (SGA) serves as the student voice on campus. Each curriculum elects up to three representatives to the Association. Officers are elected from this body annually and the president serves on the Pitt Community College Board of Trustees as an ex-officio member. Activities supported by the SGA include Pitt Community College athletic events, field days, cookouts, and community projects.

Student Occupational Therapy Association

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. Students enrolled in the Occupational Therapy Assistant curriculum may join by completing an application for membership and paying dues.

PUBLICATIONS

Pitt Community College publishes the following:

* College Catalog
* New Student Orientation News
* Program Brochures
* PCC Weekly Bulletin
* PCC PRIDE

Information concerning Pitt Community College's publications policies is contained in Pitt Community College's **Publications Guidelines**.

GUIDED TOURS

Guided tours are available for interested groups and individuals by appointment. Contact the Student Activities Coordinator to schedule tours.

CLASS RINGS

All orders for class rings will be made with the Herff-Jones Representative. Notices will be posted relevant to dates for measurements.

TRAFFIC REGULATIONS

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

Music played in all vehicles is to be kept to a minimum.

All criminal incidents and motor vehicles accidents are to be reported to the Campus Police, (252) 321-4210.

INCLEMENT WEATHER

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

FIRE DRILLS

Fire drills will be held periodically. The fire alarm consists of a pulsating, repeated sounding of an alarm. Personnel will exit at the outside door closest to where they are at the time the alarm is sounded and proceed in an orderly manner to a safe distance from the building. The all clear signal is a long sounding of the bell system.

Emergency exits are posted in all classrooms.

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 Office of the Registrar at all times their current address and telephone number.

STUDENT INVOLVEMENT IN COLLEGE DECISION MAKING

The dean of students or assistant dean of students will meet at least on a semester basis during Fall and Spring Semesters with a representative group of students to discuss issues which will directly affect students. Appropriate topics may result from campus meetings such as advisory committees, SGA, Board of Trustees, managers, and division or departmental meetings. The dean of students may convene a larger group of students as needed for planning or problem-solving purposes. Also, focus groups are conducted as needed to gather data for changes at the college that effect students.

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

At least annually, the president and executive vice president will meet with a representative group of student leaders to express concerns and exchange ideas.

DISCIPLINARY ACTION

Student Conduct

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

Dismissal

A student may be dismissed from a class or from the College for conduct or personal habits which are not in the best interests of the student or of the College. Information on dismissal and reinstatement procedures may be obtained from the Office of the Dean of Students.

Due Process

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The appeal is heard by the Hearing Committee (Judicial Review Board), which is composed of two representatives of the Student Government Association and two faculty members appointed by the executive vice president of the College. The decision of the committee is final, subject only to the student's right to appeal to the President of the

College or ultimately to the Board of Trustees. The provisions of due process will be applicable to all actions involving suspensions, extensions, probation, and dismissal. Additional information may be obtained from the dean of students.

STUDENT CONCERNS

Student concerns regarding Title IV HEA programs and other program guidelines can be directed to the dean of students or the executive secretary of the North Carolina Eligibility Review Committee, Suite 109, 130 Penmarc Drive, Raleigh, NC 27603-2434.

COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY

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

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

* any act or threat of violence made by an employee, student or customer against another;

* any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;

* any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public;

* any act or threat of violence made directly or indirectly by words, gestures, or symbols;

* use or possession of weapons on the college campus.

SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY

Pitt Community College recognizes its responsibility to provide

* a wholesome environment of health education awareness for students, faculty, and staff,

* a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and

* the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Pitt Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

* providing existing human resources for early intervention for individuals with a 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 dean of students where students will be subject to disciplinary action.

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

Policies regarding communicable diseases are as follows:

* Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically- based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.

* Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate dean.

* 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 Center for Disease Control 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.

CONTROLLED SMOKING POLICY

Pitt Community College has a "Friendly" Controlled Smoking Policy which allows smoking on campus in designated areas only.

CANVASSING, PEDDLING, AND SOLICITING POLICY

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

Student organizations must request permission from the dean of students to hold special sale campaigns, solicitation activities, or to post

materials on the campus. Non-student organizations or individuals must request permission from the vice president of administrative services to conduct similar activities.

FUNDRAISING

Students, employees, and campus organizations engaged in community fundraising activities to benefit the College's programs, organizations or individuals, should coordinate these activities with the External Affairs Division Director (phone – 32104287). There shall be no soliciting or similar activities that are in conflict with the Pitt Community College Foundation.

COMPUTER NETWORK ACCEPTABLE USE POLICY

Mission
The primary purpose of the Pitt Community College computer network is educational. The college's mission is to enhance economic development and the quality of life in our community through an environment of academic excellence, dedicated to educating a diverse population for success in the workplace and in higher education. All users must understand this purpose.

Code of Conduct for Users of www.pitt
The users of www.pitt (all of 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 Computers and the Network for:
1. Obtaining and spreading knowledge;
2. Gathering research material and data;
3. Analyzing 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.pitt, 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;
9. Creating displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail;
10. Using the network in support of groups outside the college when such use is not in keeping with the mission of the college; and
11. Using personal web pages not primarily focused on the mission of the college.

Network Procedures

Manners – Appropriate network manners include being polite, using appropriate language, and not revealing personal addresses or phone numbers of students or colleagues. Remember: Electronic mail (e-mail) 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 have the right to access the equipment; thus, users shall not play games or use computer resources for non-academic purposes when other users require the system for academic purposes.

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.pitt 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.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) at Pitt Community College provides library, audiovisual, media production, distance learning, and other teaching/learning resources and services to support and enrich the educational programs of the College. These resources and services are available to students, faculty, and staff of Pitt Community College and to the adult citizens of Pitt County.

LRC resources and services include a wide variety of print and nonprint materials, technical equipment, support facilities, and specialized services. The print materials collection includes books, magazines and journals, newspapers, pamphlets, government publications, and other printed materials. Audiovisual materials in the LRC collection include films, filmstrips, laser discs, filmloops, transparencies, slides, audio and video tapes, records, and computer software. Microfilm copies of back issues of selected magazines, journals, and newspapers and certain historical records of the Pitt County area are also available for use in the LRC. Equipment needed for the utilization of LRC materials and for the production and/or duplication of certain instructional materials is provided by the LRC.

A staff of professional librarians and media specialists, technicians, specialized technical assistants, and library/LRC assistants provide instruction and assistance in the use of LRC materials, equipment, and services at all hours the LRC is open.

The LRC is open Monday through Thursday from 7:45 a.m. to 9:30 p.m., on Friday from 7:45 a.m. to 5:00 p.m., and on Saturday from

8:00 a.m. to 1:00 p.m. (closed Sundays and holidays). Located in the Clifton W. Everett Building, the LRC is arranged and furnished to provide a pleasant atmosphere conducive to study and to personal use of the variety of resources and services available.

COOPERATIVE EDUCATION (CO-OP)

The cooperative education program is designed to give students the opportunity to integrate their classroom study with practical experience in their major fields by working and attending school.

Eligibility

All students enrolled in programs offering CO-OP for academic credit who have completed one semester or who are already employed in work-related jobs are eligible to enter the cooperative education program if they meet the following requirements:

1. Students must have a 2.0 GPA and/or approval of the department chairperson and division director, and
2. Students must plan to graduate from Pitt Community College.

Application Procedure

Students interested in the cooperative education program should follow the procedure outlined below:

1. The student will obtain an application form from the Division Director's Office and make an appointment with the division director to review the completed application.
2. The division director or designee will conduct an interview with the student with regard to career goals and possible CO-OP assignments.
3. If the student is accepted, the division director and the department chairperson or advisor will be prime resources in locating and/or approving an appropriate CO-OP assignment.
4. The employer interviews and/or selects the student from a group of applicants.

Academic Credit

1. One (1) credit hour will be given for the satisfactory completion of each semester's cooperative training

assignment of ten hours per week. Grades given by the faculty advisor will be based on reports and evaluations submitted by the student and the employer. Reports of credit will be made to the Office of the Registrar by the division director.

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 department chairperson substitute for required or elective courses within the curriculum guidelines.

Students interested in cooperative education should visit their Division Director's Office or contact their faculty advisors. The Division Director's Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

CONTINUING EDUCATION

The Continuing Education Division of Pitt Community College provides workforce development training for adults from the community, business, and industry. Various programs and courses are offered for individuals to meet particular needs and interests. Opportunities exist to upgrade occupational skills, to acquire new skills, to complete high school, and to pursue activities for personal enrichment. Classes are held on-campus and at various off-campus facilities such as public schools, community buildings, churches, civic centers, industrial plants, and fire stations. Courses are open to all adults 18 years of age or older. However, in some cases, specific requirements must be met. High school students 16 - 18 years of age may be permitted to enroll with written approval from the appropriate public school official.

MISSION

The Division of Continuing Education at Pitt Community College seeks to provide relevant and high quality instruction by continually responding to the needs and interests of business, industry, and the community at large. In that pursuit, the Division is dedicated to serving all adults in their quest for improvement of employment skills, discovery of new and emerging technology, pursuit of basic skills, and commitment to lifelong learning.

The mission is accomplished by way of a unified and committed effort by all employees:

* to become the leading providers of workforce development training;
* to use state-of-the-art technology to prepare individuals for employment;
* to partner with other organizations to promote economic development;
* to help adults access educational pursuits by responding to their lifelong learning needs;
* to respond to the need to eradicate poverty and illiteracy by providing basic skills education;
* to proactively respond to internal and external customer needs.

SCHEDULE OF COURSES

A schedule of Continuing Education classes is published periodically and distributed throughout Greenville and surrounding areas. Classes are organized based upon demonstration of sufficient interest and availability of required facilities and qualified instructors. Various media such as newspapers, radio, and television are also utilized to announce course offerings. Classes may be scheduled for mornings, afternoons, evenings, or weekends according to the needs of the participants. The College reserves the right to change, add, delete, or withdraw courses or program offerings from the schedule at any time. The Division encourages interested citizens to contact them concerning particular areas of interest.

COURSE CREDIT

Generally courses offered in the Continuing Education Division are non-credit. An Adult High School Diploma is awarded after earning 20 units of credit and passing the North Carolina Competency Tests. CEU's (Continuing Education Units) are awarded for certain training programs, courses, and seminars. Ten contact hours of class earn one CEU. Written acknowledgement of course completion or participation may be provided to individuals upon written request. Certificates may be awarded upon completion of a single course and/or a cluster of courses.

REGISTRATION AND ATTENDANCE

Registration can be accomplished in several ways – walk-in at designated times, mail-in or fax for designated courses and at the first class meeting on a first-come basis. Selected courses may require pre-registration indicated in course publicity. Interested students are encouraged to seek information about a particular course via the telephone. 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.

FEES

The basic registration fee charged for a Continuing Education Division 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 courses.

Specific fees may be charged for items required in a course in addition to normal supplies and materials provided by the college.

Insurance cost is a specific fee required of Continuing Education students in identified courses requiring shop, physical exercises, and clinical experiences. The exception to the requirement would be students identified by their employers with insurance or workman's compensation. Insurance participation is optional for other students. The structure is set annually by the insurance provider.

Continuing Education students may participate in College student activities by paying an activity fee based upon the number of hours enrolled in a given semester. Continuing Education students who meet on-campus for a significant number of hours are encouraged to participate in all activities provided curriculum students by paying the fee.

Continuing Education students who take an occupational extension course more than twice within a five-year period shall pay a pro-rata share of the actual cost of the course. The fee will be the usual occupational extension registration fee, at a minimum. The exception to the repetition fee is when the course is required for certification, licensure, or recertification.

86

REFUND POLICY

The Office of Continuing Education may refund the registration fee only for courses identified as "Occupational Extension". The registration fee may be refunded under the following circumstances:

* A student who officially withdraws in person in the Office of Continuing Education prior to the first class meeting or if the class fails to "make" due to insufficient enrollment is eligible for a 100% refund.

* A student who officially withdraws in person at the Office of Continuing Education or with class instructor prior to or on the official 10% point of the class is eligible for a 75% refund.

* Requests for refunds will not be considered after the 10% point.

To determine eligibility for refund, the student may contact the Office of Continuing Education. The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice.

COURSE DESCRIPTIONS

Course descriptions are available upon request by calling or visiting the Continuing Education Division. Individuals who desire counseling or other special assistance may contact either the instructor or the Continuing Education Division.

BOOKS AND SUPPLIES

Many Continuing Education courses require textbooks and special supplies. When a text is required, students will be notified through course publicity and/or at the first class meeting. Students are responsible for purchasing their texts and class supplies.

WORKFORCE DEVELOPMENT - OCCUPATIONAL PROGRAMS

One of the major goals of Pitt Community College is to provide opportunities for citizens to prepare for new occupations or to upgrade their knowledge and skills in their current employment. These

opportunities are provided through single courses or a series of courses designed for a specific occupation.

These courses are designed for the express purpose of training an individual for employment, upgrading the skills of persons presently employed, and re-training others for new employment. They are offered to people in all technical or vocational occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Most occupational courses are developed and taught on request from a group or an employer. Courses are usually offered at a time and place convenient to the employee and/or employer.

The following are examples of general occupational courses:

Blue Print Reading	CPR
Commercial Driver's License	First Aid
Computer Software Training	Industrial Safety
Effective Teacher Training	Nursing Assistant
Estimating for Building Trades	

Specialty Occupational Programs

Criminal Justice/Law Enforcement Training

Several short courses and seminars are conducted to upgrade and train law enforcement and correctional officers. Examples are: Introduction to Police Science, Courts and Law, Laws of Arrest, Search and Seizure, General Criminal Investigation, and Jailer Certification Training. The College also offers a two-year associate degree in criminal justice and a certificate in the Basic Law Enforcement Training Program (BLET).

Emergency Services Training

The Emergency Services Program is designed to provide various levels of Emergency Medical Services training. The courses are designed to prepare students for various levels of state certification that may be required to be an emergency care provider.

Fire Rescue Training

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

Subject areas for volunteer firemen may include: arson detection, compressed gas emergencies, fire apparatus practices, hazardous materials, introduction to fire fighting, ladder practices, hose practices, protective breathing equipment, and fire fighting procedures. Courses such as Home Safety, Fire Prevention, and Industrial Fire Brigade Training are available to the public and industry as well as fire service personnel.

Licensure/Certification

The Licensure/Certification Program is designed to provide training for occupations that require prerequisites to employment or as a continuing requirement to maintain currency in an occupational area.

The Continuing Education 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 Tanning Bed, Notary Public Education, Real Estate - Update and Elective, CFC (Chlorofluoro carbon), Recovery/Recycling, and NC Auto Safety Inspection.

Management Development Training

Management Development Training courses are designed for potential and current supervisors who want to become more effective leaders. Courses are offered both on and off campus. The courses are flexible in content and meeting times. Every effort is made to fit course content to particular individual, industrial, or business needs.

Professional In-Service Programs

Teacher Certificate Renewal: Local school officials responsible for providing in-service training for teachers coordinate with the Continuing Education Division to develop special courses designed to meet the needs of the local school unit. The Division assists in the development

and delivery of approved courses by providing the needed personnel, facilities, and services in coordination with the local school unit.

Other Professional In-Service: Various institutions and agencies require employee upgrading through the offering of in-service classes. The Division of Continuing Education coordinates with each agency to develop appropriate in-service programs on an as-needed basis.

Quality Training

Continuing Education is dedicated to providing quality training to support the customer oriented/continuous improvement/employee empowerment concepts practiced in industries and businesses throughout the area. Instructors are available to deliver a complete quality training program or individual courses. The training may include awareness and introductory courses as well as specific courses providing practical approaches to communication, decision-making, teaming, data collection skills, and other continuous improvement training. The division is licensed to offer several nationally recognized quality programs including Zenger-Miller, Total Quality Transformation, and ISO-9000 Training. Organizations interested in initiating a quality program or improving current practices should consult with a Continuing Education Director to plan an appropriate program.

Safety Training (OSHA)

The Division works closely with the North Carolina Department of Labor to provide required OSHA compliance and safety training. The training may be tailored to a specific organizational need and offered at the requestor's site. Smaller organizations may choose to send employees to Safety Institutes held periodically on the main campus.

BUSINESS AND INDUSTRY SERVICES

The primary purpose of the Business and Industry Services area is to administer several specially-funded programs which directly address the training needs of business and industry – Apprenticeship, Focused Industrial Training, New and Expanding Industry, and Small Business Center.

All of these programs and services are directly related to new and/or sustained economic growth. Liaison with state, regional, and local agencies associated with economic development is an important responsibility of the Continuing Education Division.

Classes may be arranged to meet specific needs such as training individuals for employment with new industries locating in the area, training new employees for certain industry expansion programs, and training existing skilled or semi-skilled workers in the manufacturing of new products or to use new technology. These classes may be held at the industrial site, on-campus, or at other convenient locations. Courses are designed specifically for and may be scheduled at times convenient for the interested groups or industries.

Apprenticeship

The Apprenticeship Program is recognized as one of the leading methods of acquiring skills and knowledge necessary to become a craftsperson. Labor, business, industry, and the college work together to provide programs consisting of on-the-job experience and related instruction. The Continuing Education Division provides the related instruction and industry provides the on-the-job experience. The

apprentice may attend evening or daytime classes or study through individualized instruction programs. Anyone interested in an apprenticeship program should consult his or her employer or the Continuing Education Division.

Focused Industrial Training (FIT)

The FIT Program is designed to respond to the training needs of employers and employees in existing industries. Often training programs are developed in response to the introduction of new technologies or demands in the workplace and may cover such topics as industrial mechanics, industrial electronics, and technology and industrial supervision. This training is of particular importance to industries that need specific training for a small group of employees. The Director of Business and Industry Services should be contacted to plan for this type of training.

New and Expanding Industries Program

The Continuing Education Division works closely with the Economic Development Division of the North Carolina Community College System to provide training services to prospective employees of a new or expanding industry.

The Business and Industry Services Director works closely with the organization to design a customized training program. The nature of the job to be trained for and the level of skill needed by the potential workers determine the content and duration of the training program.

Eligibility for this specially funded program is obtained when a company creates 12 or more new jobs. The Director of Business and Industry Services should be contacted to inquire about this program.

Small Business Center

The Small Business Center of Pitt Community College is designed to respond to the training needs of the area's small business owners, managers, personnel, and others in business as well as those interested

in starting a small business. Training sessions are offered in the form of workshops, seminars, and short courses. Topics such as management, marketing, advertising, accounting, salesmanship, and computer skills are covered in the training sessions.

The following are examples of Small Business Center courses:

Small Business Basics   Customer Relations
Small Business Bookkeeping   Marketing
Small Business Supervision   Financial Planning
Small Business Tax Workshop   Computers

The Small Business Center offers a resource center to provide publications and video viewing to address small business problems. The Small Business Center provides counseling by appointment. Contact the Small Business Center for workshop schedules, counseling and more information on services provided.

COMMUNITY SERVICES/GENERAL ADULT EDUCATION

The Community Service/General Adult Education Programs are designed to provide courses, seminars, and activities that contribute to the community's overall cultural, civic, and intellectual growth and to assist adults in the development of new skills or in upgrading of existing ones in avocational, academic, and practical skills areas.

The Community Service Program provides non-credit courses which enable 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   Interior Decorating
Arts and Crafts   Investments and Securities
Cake Decorating   Seasonal Decorations

Creative Writing	Sewing
Fiber Arts	Sign Language
Handyperson Repair	Weaving
Conversational French, German, Spanish	

BASIC SKILLS PROGRAM

The Continuing Education Division offers remedial opportunities to Pitt County citizens every year who lack the basic skills that would enable them to be successful in today's workplace. The Adult Basic Education Program (ABE) provides education up to eighth grade level. The Adult High School Diploma (AHS) program and the General Educational Development (GED) programs are available to students who do not have a high school education. English as a Second Language (ESL) provides instruction to meet the varied needs of individuals for whom English is not their primary language. Compensatory Education is a program whose focus is on the skills needed by mentally challenged adults to function as independently as possible. More detailed information follows on each program.

Adult Basic Education

Adult Basic Education is designed to improve the reading, writing, spelling, and math skills of persons who seek self-improvement through organized classes. The goal of the program is to help the student function more effectively in day-to-day life. Computer-assisted instruction is available as an added incentive for students working toward their goals. Classes may be established throughout the Pitt County area and may be co-sponsored with churches, schools, business/industry or community organizations. Emphasis is placed on Workplace Literacy, Family Literacy, Homeless Literacy, and Migrant Literacy/Citizenship. There are no charges for the classes or materials.

Adult High School Diploma Program

The Adult High School Diploma Program provides instruction designed to qualify a student for a diploma given by Pitt County Schools and Pitt Community College. Students wishing to enter the Adult High School Diploma Program may contact the Basic Skills Office for further information. An individual program of study is developed for the student. Students who successfully complete all required courses and pass the N.C. High School Competency Tests will receive the diploma.

General Educational Development (GED) Classes

Classes and the lab setting are designed to prepare adults to take the General Educational Development (GED) tests. Adults may enroll in morning, afternoon, or evening classes at specified locations in Greenville and other Pitt County areas. Program content includes instruction in reading, writing, mathematics, social studies, and science. There are no charges for the classes.

High School Diploma Equivalency/GED

Adult residents of North Carolina who have not completed high school may earn a High School Diploma Equivalency by passing a battery of five tests. These tests are the General Educational Development (GED) tests.

A High School Diploma Equivalency Certificate is recognized by employers and educational institutions and is issued by the North Carolina Department of Community Colleges. Pitt Community College is the official GED Testing Center in Pitt County.

Persons who want further information or those interested in taking the GED tests should contact the Learning Center on the college campus. The center administers the tests by appointment. There is a fee of $7.50 for taking the GED tests.

English as a Second Language

English as a Second Language classes are available for migrants and other foreign-born adults who wish to improve their English speaking, communication, and math skills. Classes may be held at locations throughout Pitt County as well as on campus. Industrial groups with special needs for employees should contact the Basic Skills Office to discuss on-site classes.

Learning Center

Adult Basic Education classes (reading, writing, and math improvement), GED preparation classes, Adult High School Diploma Program, and general education courses are offered in the Learning Center located in the Everett Building on the Pitt Community College campus. Students may use books, computers, or other teaching resources to assist in their learning. Courses are available both during the day and evening. Hours of operation in the Center are 8:00 a.m. to 9:00 p.m. Monday - Thursday, 8:00 a.m. - 5:00 p.m. Friday.

Compensatory Education

Compensatory Education is designed to enable adults with mental retardation to:

* Become more independent and self-directed
* Become more familiar with basic occupational skills
* Acquire skills to meet and manage community, social, career and personal adult responsibilities.

Compensatory Education classes are available on the Pitt Community College campus, at the Eastern Carolina Vocational Center, and at various locations in Pitt County. There is no charge for materials or instruction.

WORKSHOPS, SEMINARS, AND CONFERENCES

Workshops, seminars, and conferences are planned and offered by Pitt Community College on a variety of topics in cooperation with

civic groups, non-profit organizations, or by special requests from the citizens of Pitt County.

The workshops and seminars may carry CEU credit if arrangements have been made in advance with Pitt Community College and if participants meet necessary requirements for receiving credit.

SELF-SUPPORTING COURSES

Self-supporting courses are courses which the college may provide at the request of the community but for which the college receives no state budget. Financing of these courses by the college is on a self-supporting basis. Recreational programs are an example of self-supporting courses.

CURRICULUM PROGRAMS

- **Associate in Applied Science Degrees**

- **Diplomas**

- **Certificates**

- **Associate in Arts Degrees**

- **Associate in Science Degrees**

- **Associate in General Education Degrees**

Associate in Applied Science Degrees
Diplomas
Certificates

Associate in Applied Science (AAS) programs are designed to provide entry-level employment training in technical areas. AAS programs range from 64 to 76 semester credit hours. A full-time student can typically complete one of these programs in two years.

Diploma programs are designed to provide entry-level employment training. Diploma programs range from 36 to 48 semester credit hours and can usually be completed by a full-time student within two semesters and one summer session. Associate degree level courses within a diploma program may also be applied toward an AAS degree program.

Certificate programs are designed to provide short-term focused entry-level employment training. Certificate programs range from 12 to 18 semester credit hours and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or AAS degree program.

In the table below, several of the program titles are indented, others are not. The program titles that are not indented represent the highest level credential offered by Pitt Community College in that program area. Diploma and certificate programs have been developed by selecting courses from the higher level credential programs. These special diplomas and certificates are listed below each parent program in indented format.

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

Program Title	Level	Code
Accounting	AAS	A2510001
Basic Accounting Certification	Certificate	C2510001
Advertising and Graphic Design	AAS	A3010001
Air Conditioning, Heating, & Refrigeration Technology	AAS	A3510001
Heating and Air Conditioning Service	Certificate	C3510001
Architectural Technology	AAS	A4010001
Associate Degree Nursing (Integrated) *	AAS	A4510001
Automotive Systems Technology	AAS	A6016001
Automotive Systems Technology Diploma	Diploma	D6016001

Basic Law Enforcement Training	Certificate	C5512001
Building Construction Technology	AAS	A3514001
Residential Carpentry	Diploma	D3514001
Business Administration	AAS	A2512001
Management Applications & Principles Certificate	Certificate	C2512001
Bus Adm: Human Resources Management	AAS	A2512C01
Human Resources Management Diploma	Diploma	D2512C01
Human Resources Management Certificate	Certificate	C2512C01
Bus Adm: Marketing and Retailing	AAS	A2512F01
Marketing Certificate	Certificate	C2512F01
Cardiovascular Sonography *	AAS	A4516001
Echocardiography Certificate *	Certificate	C4516001
Cardiovascular/Vascular Interventional Technology *	Diploma	D4514001
Computer Programming	AAS	A2513001
Object Oriented Programming Certificate	Certificate	C251301
Computer Tomography & Magnetic Resonance Imaging (CT/MRI) Technology *	Diploma	D4520001
Computed Tomography Certificate *	Certificate	C4520001
Magnetic Resonance Imagining Certificate *	Certificate	C4520002
Cosmetology	Diploma	D5514001
Criminal Justice Technology	AAS	A5518001
Dialysis Technology * **	Diploma	D4530001
Early Childhood Associate	AAS	A5522001
Early Childhood Diploma	Diploma	D5522001
Electrical/Electronics Technology	AAS	A3522001
Electrical/Electronics Diploma	Diploma	D3522001
Residential Certificate	Certificate	C3522001
Electrical/Electronics PLC Certificate		
Electronics Engineering Technology	AAS	A4020001
Basic Electronics Certificate	Certificate	C4020001
Electronic Systems Certificate	Certificate	C4020002
Electronic Servicing Technology	AAS	A5012001
Electronics Servicing Diploma	Diploma	D5012001
Consumer Electronics Certificate	Certificate	C5012001
Computer Systems Certificate	Certificate	C5012002
Environmental Science Technology +	AAS	A2014001
Funeral Service Education***	Diploma	D5526001
General Occupational Technology	AAS	A5528001

Hard Skills Training Program	Certificate	C5528001
Health Care Technology *	Certificate	C4535001
Health Information Technology *	AAS	A4536001
Health Unit Coordinator *	Certificate	C2522001
Healthcare Management Technology	AAS	A2520001
Healthcare Management Technology-Diploma	Diploma	D2520001
Healthcare Management Technology-Certificate	Certificate	C2520001
Human Services Technology	AAS	A4538001
Human Services Technology Diploma	Diploma	D4538001
Industrial Construction Technology	AAS	A3526001
ICT: Electrical	AAS	A3526A01
ICT: Mechanical	AAS	A3526B01
Industrial Maintenance Technology	AAS	A50240A1
Industrial Maintenance Diploma	Diploma	D5024001
Basic Mechanical Maintenance Certificate	Certificate	C5024001
Industrial Management Technology	AAS	A5026001
Information Systems	AAS	A2526001
Information Systems Certificate	Certificate	C2526001
IS: Networking Admin. & Support	AAS	A2526D01
IS: Network Certificate	Certificate	C2526D01
IS: Network Routing and Switching Technologies Certificate	Certificate	C2526D02
Insurance	Certificate	C2528001
Machining Technology	AAS	A5030001
Machining Diploma	Diploma	D5030001
Machining Basics Certificate	Certificate	C5030001
CNC Certificate	Certificate	C5030002
Manufacturing Engineering Technology	AAS	A4030001
Drafting for Manufacturing Certificate	Certificate	C4030001
Masonry	Diploma	D3528001
Medical Assisting *	AAS	A4540001
Medical Laboratory Technology +	AAS	A4542001
Medical Sonography *	AAS	A4544001
Abdominal Sonography Certificate *	Certificate	C4544001
OB/GYN Sonography Certificate *	Certificate	C4544002
Nuclear Medicine Technology *	AAS	A4546001
Occupational Therapy Assistant *	AAS	A4550001
Office Systems Technology	AAS	A2536001
Office Systems Technology Diploma	Diploma	D2536001

Administrative Manager Certificate	Certificate	C2536001
Computer Software Applications Certificate	Certificate	C2536002
Computer Software App. for Teachers Certificate	Certificate	C2536003
Word Processing/Transcription Certificate	Certificate	C2536005
Data Entry Application Certificate	Certificate	C2536008
Basic Office Technology Skills Certificate	Certificate	C2536009
Office Graphics and Design Certificate	Certificate	C2536010
OST: Medical	AAS	A2536B01
Medical Office Supervisor Diploma	Diploma	D2536B01
Medical Transcription Diploma	Diploma	C2536B02
Medical Office Technology Certificate	Certificate	C2536B01
Medical Transcription Certificate	Certificate	C2536B02
Medical Office Insurance Certificate	Certificate	C2536B03
Paralegal Technology	AAS	A2538001
Radiation Therapy *	AAS	A4568001
Radiation Therapy Diploma *	Diploma	D4568001
Radiography *	AAS	A4570001
Real Estate	Certificate	C2540001
Real Estate Appraisal	Certificate	C2542001
Respiratory Care *	AAS	A4572001
Welding Technology	AAS	A5042001
Basic Welding Diploma	Diploma	D5042001
Advanced Welding Diploma	Diploma	D5042002
Basic Welding Certificate	Certificate	C5042001
SMAW (Stick) Certificate	Certificate	C5042002
GMAW (MIG) Certificate	Certificate	C5042003
GTAW (TIG) Certificate	Certificate	C5042004
Pipe Welding Certificate	Certificate	C5042005
Welding BPR/Testing Certificate	Certificate	C5042006

*   Satisfactory admissions test results, interview, high school record, and physical examination are some of the requirements for enrollment.

** The Dialysis Technology Program is a collaborative program with Lenoir Community College. Lenoir Community College is the degree granting institution.

*** The Funeral Service Education Program is a collaborative program with Fayetteville Technical Community College. Fayetteville Technical Community college is the degree granting institution.

+   For detailed information about this program contact a PCC admissions counselor.

ACCOUNTING (A25100)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Accounting I	3	2	0	4
ACC 121	Principles of Accounting II	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 150	Computerized General Ledger	1	2	0	2
ACC 220	Intermediate Accounting I	3	2	0	4
ACC 221	Intermediate Accounting II	3	2	0	4
ACC 225	Cost Accounting	3	0	0	3
ACC 240	Government and Not-For-Profit Accounting	3	0	0	3
ACC 269	Auditing	3	0	0	3
ACC 279	Advanced Auditing	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 228	Business Statistics	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 120	Spreadsheet I	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
	TOTAL				**54**

GENERAL EDUCATION COURSES

COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
OR					
PHI 240	Introduction to Ethics	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **73**

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

This program offers a *Basic Accounting Certificate* option. Contact the program coordinator or department chair for specific requirements.

ADVERTISING AND GRAPHIC DESIGN (A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ART 131	Drawing I	0	6	0	3
ART 132	Drawing II	0	6	0	3
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 132	Illustration II	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 142	Graphic Design II	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
GRD 160	Photography Fundamentals I	1	4	0	3
GRD 170	Exhibit Design	1	4	0	3
GRD 241	Graphic Design III	2	4	0	4
GRD 242	Graphic Design IV	2	4	0	4
GRD 265	Digital Print Production	1	4	0	3
GRD 280	Portfolio Design	2	4	0	4
	TOTAL				**51**
GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3

ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
	Social/Behavioral Sciences Electives	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **70**

* Recommended Electives

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

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

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.

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY (A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum, provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance, and advanced systems.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 115	Refrigeration Systems	1	3	0	2
AHR 130	HVAC Controls	2	2	0	3
AHR 133	HVAC Servicing	2	6	0	4
AHR 140	All-Weather Systems	1	3	0	2
AHR 151	HVAC Duct Systems I	1	3	0	2
AHR 160	Refrigerant Certification	1	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	1
AHR 210	Residential Building Code	1	2	0	2
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4
AHR 215	Commercial HVAC Controls	1	3	0	2
AHR 220	Commercial Building Codes	1	2	0	2
AHR 240	Hydronic Heating	1	3	0	2
BPR 130	Blueprint Reading/Construction	1	2	0	2

ISC	115	Construction Safety	2	0	0	2
WLD	112	Basic Welding Process	1	3	0	2
		TOTAL				**56**

GENERAL EDUCATION COURSES

COM	120	Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
*		Social/Behavioral Sciences Electives	3	0	0	3
		TOTAL				**15**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1
CIS	130	Survey of Operating Systems	2	3	0	3
		TOTAL	**3**	**3**	**0**	**4**

TOTAL CREDITS FOR AAS DEGREE   **75**

* Recommended Electives

Social/Behavioral Sciences Electives:
PSY 118, PSY 135, SOC 215

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

This program offers a *Air Conditioning, Heating, and Refrigeration Diploma and a Heating and Air Conditioning Service Certificate.* Contact the program coordinator or department chair for specific requirements.

ARCHITECTURAL TECHNOLOGY (A40100)

The Architectural Technology curriculum provides individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ARC 111	Introduction to Architectural Technology	1	6	0	3
ARC 112	Construction Materials and Methods	3	2	0	4
ARC 113	Residential Architectural Technology	1	6	0	3
ARC 114	Architectural CAD	1	3	0	2
ARC 131	Building Codes	2	2	0	3
ARC 132	Specifications & Contract	2	0	0	2
ARC 160	Residential Design	1	6	0	3
ARC 211	Light Construction Technology	1	6	0	3
ARC 213	Design Project	2	6	0	4
ARC 220	Advanced Architectural CAD	1	3	0	2
ARC 230	Environmental Systems	3	3	0	4
ARC 240	Site Planning	2	2	0	3
ARC 264	Digital Architecture	1	3	0	2
PHY 131	Physics-Mechanics	3	2	0	4
*	Major Course Electives	9/10	0	0/10	9/10
	TOTAL				**52**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
MAT 122	Algebra/Trigonometry II	2	2	0	3
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   70/71

* Recommended Electives

Major Course Electives:
ARC 214, ARC 215, ARC 250, COE 111, COE 115
Humanities/Fine Arts Electives:
HUM 115, HUM 230, PHI 240

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

ASSOCIATE DEGREE NURSING (INTEGRATED) (A45100)

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physicians' offices, industry, and community agencies.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 169	Anatomy and Physiology II	3	3	0	4
BIO 175	General Microbiology	2	2	0	3
BIO 192	Selected Topics in Biology	2	0	0	2
NUR 110	Nursing I	5	3	6	8
NUR 120	Nursing II	5	3	6	8
NUR 130	Nursing III	4	3	6	7
NUR 210	Nursing IV	5	3	12	10
NUR 220	Nursing V	4	3	15	10
PSY 241	Developmental Psychology	3	0	0	3
	TOTAL				**56**
GENERAL EDUCATION COURSES					
BIO 168	Anatomy and Physiology I	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111   College Student Success   1   0   0   1

TOTAL CREDITS FOR AAS DEGREE   75

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.

Satisfactory completion of the 4th semester fulfills educational requirements for individuals seeking to apply to take the Licensed Practical Nurse Exam.

This program is approved by the North Carolina Board of Nursing.

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)

The Automotive Systems Technology curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AUT 110	Introduction to Auto Technology	2	2	0	3
AUT 115	Engine Fundamentals	2	3	0	3
AUT 116	Engine Repair	1	3	0	2
AUT 141	Suspension and Steering Systems	2	4	0	4
AUT 151	Brake Systems	2	2	0	3
AUT 161	Electrical Systems	2	6	0	4
AUT 162	Chassis Electrical and Electronics	2	2	0	3
+AUT 163	Chassis Electrical Laboratory	0	2	0	1
AUT 164	Automotive Electronics	2	2	0	3
AUT 171	Heating and Air Conditioning	2	3	0	3
AUT 181	Engine Performance-Electrical	2	3	0	3
+AUT 182	Engine Performance Electrical Laboratory	0	3	0	1
AUT 183	Engine Performance-Fuels	2	3	0	3
+AUT 184	Engine Performance-Fuels Laboratory	0	3	0	1
AUT 185	Emission Controls	1	2	0	2
AUT 221	Automatic Transmissions	2	6	0	4
AUT 231	Manual Drive Trains/Axles	2	3	0	3
AUT 232	Manual Drive Trains/Axles Laboratory	0	3	0	1

AUT 241	Advanced Chassis/Suspension	2	6	0	4
AUT 281	Advanced Engine Performance	2	2	0	3
	TOTAL				**54**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research				
	and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
PHY 110	Conceptual Physics	3	0	0	3
&					
PHY 110A	Conceptual Physics Lab	0	2	0	1
*	Humanities/Fine Arts Electives	3	0	0	3
	Social/Behavioral				
	Sciences Electives	3	0	0	3
	TOTAL				**15/16**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
	TOTAL	**1**	**2**	**0**	**2**

TOTAL CREDITS FOR AAS DEGREE   **71/72**

* Recommended Electives

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, PHI 240

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220, SOC 252

+COE 112 may be substituted for two of the following three classes:
AUT 163, AUT 182, and AUT 184

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 an *Automotive Systems Technology Diploma.* Contact the program coordinator or department chair for specific requirements.

BASIC LAW ENFORCEMENT TRAINING CERTIFICATE (C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State-commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES				
CJC 100 Basic Law Enforcement Training	9	27	0	18
TOTAL CREDITS FOR CERTIFICATE				18

Cooperative Education Work Experience is not allowed.

Students should complete this program in 16 weeks for the Day Academy and 26 weeks for the Night Academy.

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Course work includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students will also diversify their knowledge of construction in other areas like electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 130	Blueprint Reading/ Construction	1	2	0	2
CAR 111	Carpentry I	4	15	0	9
CAR 112	Carpentry II	4	15	0	9
CAR 113	Carpentry III	3	9	0	6
CAR 114	Residential Building Codes	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CST 131	OSHA/Safety/Certification	2	2	0	3
CST 211	Construction Surveying	2	3	0	3
CST 221	Statics/Structures	3	3	0	4
CST 241	Planning/Estimating I	2	2	0	3
DFT 119	Basic CAD	1	2	0	2
ELC 113	Basic Wiring I	2	6	0	4
OR					
CST 231	Soils & Site Work	3	2	0	4
PLU 111	Introduction to Basic Plumbing	1	3	0	2
	Major Course Electives	0/1	0/3	0/20	2
	TOTAL				**55**

GENERAL EDUCATION COURSES

COM 120	Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 120	Geometry and Trigonometry	2	2	0	3
*	Humanities/Fine Arts Electives	2/3	0/2	0	3
	Social/Behavioral Sciences Electives	3	0	0	3
TOTAL					**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
ECO 251	Principles of Microeconomics	3	0	0	3
					4

TOTAL CREDITS FOR AAS DEGREE — **74**

* Recommended Electives

Major Course Electives:
COE 111 and COE 121 or COE 112 or WLD 112

Humanities/Fine Arts Electives:
ART 111, HUM 115, HUM 211, HUM 212, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212, SPA 111

Social/Behavioral Sciences Electives:
PSY 150, SOC 210, SOC 220, SOC 252

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

This program offers a *Residential Carpentry Diploma*. Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION (A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Accounting I	3	2	0	4
ACC 121	Principles of Accounting II	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resources Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 228	Business Statistics	2	2	0	3
BUS 230	Small Business Management	3	0	0	3
BUS 238	Integrated Management	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
OST 137	Office Software Applications	1	2	0	2
OST 284	Emerging Technologies	2	0	0	2
	TOTAL				**54**

GENERAL EDUCATION COURSES

COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **73**

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

This program offers a *Management Applications and Principles Certificate.* Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT (A2512C)

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

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

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

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Accounting I	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 151	People Skills	3	0	0	3
BUS 217	Employment Law and Regulations	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 235	Performance Management	3	0	0	3
BUS 236	Advanced Training and Development	3	0	0	3
BUS 252	Labor Relations	3	0	0	3
BUS 253	Leadership and Management Skills	3	0	0	3
BUS 254	Advanced People Skills	3	0	0	3
BUS 256	Recruitment, Selection, and Personnel Planning	3	0	0	3
BUS 258	Compensation and Benefits	3	0	0	3
BUS 259	HRM Applications	3	0	0	3

CIS 111	Basic PC Literacy	1	2	0	2
ECO 151	Survey of Economics	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
MKT 120	Principles of Marketing	3	0	0	3
	TOTAL				**56**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **72**

* Recommended Electives

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, PHI 240

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

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

Cooperative Education Option: Qualified students may elect to take up to four semester hours credit of cooperative education provided they acquire permission from the department chair.

This program offers a *Human Resources Management Diploma and Certificate.* Contact the program coordinator or department chair for specific requirements.

BUSINESS ADMINISTRATION/MARKETING AND RETAILING (A2512F)

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

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

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Accounting I	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
COE 112	Co-op Work Experience I	0	0	20	2
ECO 251	Principles of Microeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 121	Retailing	3	0	0	3
MKT 122	Visual Merchandising	3	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
MKT 223	Customer Service	3	0	0	3
MKT 224	International Marketing	3	0	0	3
MKT 225	Marketing Research	3	0	0	3
MKT 227	Marketing Applications	3	0	0	3
MKT 228	Service Marketing	3	0	0	3
OST 137	Office Software Applications	1	2	0	2
OST 284	Emerging Technolgies	2	0	0	2
	TOTAL				55
GENERAL EDUCATION COURSES					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3

MAT 115		2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **74**

* Recommended Electives

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

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

This program offers a *Marketing Certificate*. Contact the program coordinator or department chair for specific requirements.

CARDIOVASCULAR/VASCULAR INTERVENTIONAL TECHNOLOGY DIPLOMA (D45140)

The Cardiovascular/Vascular Interventional Technology curriculum teaches students to use specialized equipment to visualize vascular structures and to assist physicians in diagnostic and interventional procedures. *Individuals entering this curriculum must be registered or registry eligible radiologic technologists by the ARRT.*

The technologist, through academic and clinical studies, is prepared to provide quality patient care and professional communication skills while performing scheduled and emergency angiographic studies utilizing sterile technique, advanced radiographic and specialty equipment, and radiation protection techniques.

Graduates of this program may be eligible to sit for the American Registry of Radiologic Technologists Advanced Level Examination in Cardiovascular Interventional Technology. Technologists may find employment in medical facilities where vascular, cardiovascular, and/or interventional imaging procedures are performed.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CIT 211	Patient Care	3	0	0	3
CIT 212	Angiographic Equipment and Supplies	3	0	0	3
CIT 213	Radiographic Pharmacology	3	0	0	3
CIT 214	Vascular Imaging I	3	0	0	3
CIT 224	Vascular Imaging II	3	0	0	3
CIT 230	CIT Clinical Practicum I	0	0	21	7
CIT 240	CIT Clinical Practicum II	0	0	21	7
CIT 250	CIT Clinical Practicum III	0	0	24	8
	TOTAL				**37**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
	TOTAL				**6**

FOUNDATION COURSES

ACA 111 College Student Success	1	0	0	1

TOTAL CREDITS FOR DIPLOMA   44

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

The Cardiovascular/Vascular Interventional Technology program is accredited by the Joint Review Committee on Education in Radiography.

The medical advisor for this program is Julian W. Vainright, M.D.

CARDIOVASCULAR SONOGRAPHY (A45160)

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures.

Course work includes effective communication and patient care skills combined with a 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, physicians' offices, mobile services, and educational institutions.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
CVS 160	CVS Clinical Education I	0	0	15	5
CVS 161	CVS Clinical Education II	0	0	24	8
CVS 162	CVS Clinical Education III	0	0	15	5
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
CVS 260	CVS Clinical Education IV	0	0	24	8
CVS 261	CVS Clinical Education V	0	0	24	8
CVS 277	Cardiovascular Topics	2	0	0	2
SON 111	Sonographic Physics	3	3	0	4
SON 225	Case Studies	0	3	0	1
SON 250	Vascular Sonography	1	3	0	2
	TOTAL				**56**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3

PSY	150	General Psychology	3	0	0	3
		TOTAL				**15**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE **72**

Students entering Cardiovascular Sonography must hold a current CPR certification by the American Heart Association Level C or American Red Cross.

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 accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography.

This program offers a *Cardiovascular Sonography Diploma* and an *Echocardiography Certificate.* Contact the program coordinator or department chair for specific requirements.

The medical advisor for this program is William S. Trough, M.D.

COMPUTED TOMOGRAPHY AND MAGNETIC RESONANCE IMAGING TECHNOLOGY DIPLOMA (D45200)

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum, a specialty for radiographers, 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 technologists by the ARRT.*

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities which perform these imaging procedures.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CAT 210	CT Physics and Equipment	3	0	0	3
CAT 211	CT Procedures	4	0	0	4
CAT 231	CT Clinical Practicum	0	0	33	11
MRI 210	MRI Physics and Equipment	3	0	0	3
MRI 211	MRI Procedures	4	0	0	4
MRI 231	MRI Clinical Practicum	0	0	33	11
	TOTAL				**36**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
	TOTAL	**6**	**0**	**0**	**6**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR DIPLOMA					**43**

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

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum is accredited by the Joint Review Committee on Education in Radiography.

This program offers the following certificates:
>   *Computed Tomography*
>   *Magnetic Resonance Imagining*

Contact the program coordinator or department chair for specific requirements.

The medical advisor for this program is Julian W. Vainright, M.D.

COMPUTER PROGRAMMING (A25130)

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Accounting I	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming and Logic	2	2	0	3
CIS 130	Survey of Operating Systems	2	3	0	3
CIS 147	Operating System-Windows™	2	2	0	3
CIS 152	Database Concepts and Applications	2	2	0	3
CIS 153	Database Applications	2	2	0	3
CIS 172	Introduction to the Internet	2	3	0	3
CIS 211	AS/400 Maintenance & Operations	2	3	0	3
CIS 286	Systems Analysis and Design	3	0	0	3
CIS 288	Systems Project	1	4	0	3
CSC 143	Object Oriented Programming	2	3	0	3
CSC 144	AS/400 CL Programming	2	3	0	3
OR					
CSC 248	Advanced Internet Programming	2	3	0	3

Course	Title				
CIS 148	Operating System-Windows™ NT	2	2	0	3
OR					
CIS 246	Operating System - UNIX	2	3	0	3
COE 111	Co-op Work Experience I	0	0	10	1
COE 121	Co-op Work Experience II	0	0	10	1
NET 110	Data Communications/ Networking	2	2	0	3
+	Programming Elective	4	6	0	6
+	Advanced Programming Elective	4	6	0	6
	TOTAL				**60**

GENERAL EDUCATION COURSES

Course	Title				
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra and Trigonometry	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

Course	Title				
ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **76**

+Major Course Electives

Programming Elective (Select two courses)
CSC 134, CSC 135, CSC 138, CSC 139

Advanced Programming Electives (Select two courses)
CSC 234, CSC 235, CSC 238, CSC 239

*Recommended Electives

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

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

This program offers an *Object Oriented Programming Certificate* option. Contact the program coordinator or department chair for specific requirements.

COSMETOLOGY DIPLOMA (D55140)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related businesses.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
COS 150	Computerized Salon Ops	1	0	0	1
	TOTAL				**42**
GENERAL EDUCATION COURSES					
ENG 102	Applied Communications II	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	TOTAL				**6**
TOTAL CREDITS FOR DIPLOMA					**48**

CRIMINAL JUSTICE TECHNOLOGY (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 120	Interviews/Interrogations	1	2	0	2
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics and Community Relations	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 215	Organization and Administration	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
CJC 241	Community-Based Corrections	3	0	0	3
PSY 115	Stress Management	2	0	0	2
	TOTAL				**35**

Students interested in pursuing Law Enforcement should select these courses

CJC 114	Investigative Photography	1	2	0	2
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 122	Community Policing	3	0	0	3
CJC 132	Court Procedure and Evidence	3	0	0	3

CJC 222	Criminalistics	3	0	0	3
CJC 223	Organized Crime	3	0	0	3
	TOTAL				17

OR

Students interested in pursuing Corrections should select these courses

CJC 141	Corrections	3	0	0	3
CJC 211	Counseling	3	0	0	3
CJC 233	Correctional Law	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
	TOTAL				18

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
POL 130	State and Local Government	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
	TOTAL				18

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
	TOTAL				4

TOTAL CREDITS FOR AAS DEGREE   **74/75**

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.

DIALYSIS TECHNOLOGY DIPLOMA (D45300)

The Dialysis Technology curriculum provides individuals with the theoretical/clinical skills to care for patients/clients being treated for acute/chronic renal diseases.

Students will care for patients/clients undergoing dialysis and will maintain dialysis equipment.

Graduates of this program may be eligible to take the Certification Examination for Nephrology Technicians following one year of work experience. Employment opportunities include hospitals, renal dialysis facilities, and clinics.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
*DIA 101	Introduction to Dialysis Tech	5	6	12	11
*DIA 102	Dialysis for Special Populations	5	3	15	11
*DIA 103	Ethical/Legal Issues in Dialysis	3	0	0	3
*DIA 104	Care-Complex Renal Client	1	0	12	5
	TOTAL				**30**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
BIO 163	Basic Anatomy & Physiology	4	2	0	5
	TOTAL				**8**
FOUNDATION COURSES					
+ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
	TOTAL				**4**
TOTAL CREDITS FOR DIPLOMA					**42**

*These courses are to be taken at Lenoir Community College. The Dialysis Technology Program is a collaborative program with Lenoir Community College. Lenoir Community College is the degree granting institution.

+ACA 115 may be substituted for ACA 111

EARLY CHILDHOOD ASSOCIATE (A55220)

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
COE 121	Co-op Work Experience II	0	0	10	1
COE 125	Work Experience Seminar II	1	0	0	1
+EDU 119	Early Childhood Education	3	2	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety, and Nutrition	3	0	0	3
+EDU 188	Issues in Early Childhood Education	2	0	0	2
EDU 221	Children with Special Needs	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
EDU 251A	Exploration Activities Lab	0	2	0	1
EDU 259	Curriculum Planning	3	0	0	3
EDU 261	Early Childhood Administration I	2	0	0	2

+EDU 262	Early Childhood Admin II	3	0	0	3
EDU 282	Early Childhood Literature	3	0	0	3
	TOTAL				**50**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
ACA 120	Career Assessment	1	0	0	1
CIS 111	Basic PC Literacy	1	2	0	2
OR					
OST 137	Office Software Applications	1	2	0	2
	TOTAL	**3**	**2**	**0**	**4**

TOTAL CREDITS FOR AAS DEGREE — **72**

* Recommended Electives

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 273, HUM 115, HUM 120, HUM 230, MUS 110, SPA 111
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+EDU 111 and EDU 112 may be substituted for EDU 119
    OR
+EDU 111 and EDU 113 may be substituted for EDU 119
****

+COE 212 may be substituted for EDU 188
    OR
+COE 211 and COE 221 may be substituted for EDU 188
****

+Students may substitute a 3 hour free elective for EDU 262.
****

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 an *Early Childhood Diploma.* Contact the program coordinator or department chair for specific requirements.

ELECTRICAL/ELECTRONICS TECHNOLOGY (A35220)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 130	Blueprint Reading/Construction	1	2	0	2
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4
ELC 114	Basic Wiring II	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 121	Electrical Estimating	1	2	0	2
ELC 125	Diagrams and Schematics	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 213	Instrumentation	3	2	0	4
ELC 228	PLC Applications	2	6	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 229	Industrial Electronics	2	4	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 130	Mechanisms	2	3	0	3
	TOTAL				**56**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Humanities/Fine Arts Electives	3	0	0	3

Social/Behavioral Sciences Electives	3	0	0	3
TOTAL				15

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
CIS130	Survey of Operating Systems	2	3	0	3
	TOTAL				4

TOTAL CREDITS FOR AAS DEGREE   75

* Recommended Electives

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

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 220, SOC 252

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 an *Electrical/Electronics Technology Diploma,* a *Residential Certificate* and an *Electrical/Electronics PLC Certificate.* Contact the program coordinator or department chair for specific requirements.

ELECTRONIC SERVICING TECHNOLOGY (A50120)

The Electronic Servicing Technology curriculum is designed to provide basic knowledge and skills required in the installation, maintenance, and servicing of electronic components and systems. Men and women will gain entry-level skills necessary for success in an ever-changing high-technology world.

Students will learn to install, maintain, and service components in both consumer and industrial electronic fields. This includes but is not limited to radios, television, audio/video equipment, digital and microprocessor controlled systems, computers, and monitors.

Graduates should qualify for employment in a wide variety of businesses and industries that require electronic servicing technicians. Opportunities exist in areas such as consumer electronic repairs, business systems, and industrial electronic servicing.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
CET 111	Computer Upgrade/Repair I	2	3	0	3
CET 211	Computer Upgrade/Repair II	2	3	0	3
ELC 140	Fundamentals of DC/AC Circuits	5	6	0	7
ELN 140	Semiconductor Devices	4	6	0	6
ELN 141	Digital Fundamentals	4	6	0	6
ELN 142	Video Systems	7	9	0	10
ELN 229	Industrial Electronics	2	4	0	4
ELN 242	Audio Servicing	2	3	0	3
ELN 243	Communication Electronics	2	3	0	3
ELN 275	Troubleshooting	1	2	0	2
MAT 121	Algebra/Trigonometry I	2	2	0	3
TOTAL					**50**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3

*	Humanities/Fine Arts Electives	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
CIS111	Basic PC Literacy	1	2	0	2
	TOTAL	**2**	**2**	**0**	**3**

TOTAL CREDITS FOR AAS DEGREE   **68**

* Recommended Electives

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, HUM 212, HUM 230, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

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

This program offers an *Electronics Servicing Diploma,* a *Consumer Electronics Certificate,* and a *Computer Systems Certificate.* Contact the program coordinator or department chair for specific requirements.

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ATR 213	Programmable Controllers	3	3	0	4
CET 111	Computer Upgrade/Repair I	2	3	0	3
DFT 117	Technical Drafting	1	2	0	2
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELN 131	Electronic Devices	3	3	0	4
ELN 132	Linear IC Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 229	Industrial Electronics	2	4	0	4
ELN 232	Introduction to Microprocessors	3	3	0	4
ELN 234	Communications Systems	3	3	0	4
ELN 235	Data Communications Systems	3	3	0	4
ELN 275	Troubleshooting	1	2	0	2
MAT 122	Algebra/Trigonometry II	2	2	0	3
MAT 223	Applied Calculus	2	2	0	3
PHY 131	Physics-Mechanics	3	2	0	4
TOTAL					**54**

GENERAL EDUCATION

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
PSY 150	General Psychology	3	0	0	3
OR					
SOC 210	Introduction to Sociology	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
	TOTAL				15

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
CIS 111	Basic PC Literacy	1	2	0	2
	TOTAL				3

TOTAL CREDITS FOR AAS DEGREE　　　　　　　　　72

* Recommended Electives

Humanities/Fine Arts Electives:
ART 111, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, HUM 212, HUM 230, MUS 110, PHI 210, PHI 240, REL 110, REL 211, REL 212

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

This program has certificate options in *Basic Electronics* and *Electronic Systems*. Contact the program coordinator or department chair for specific requirements.

FUNERAL SERVICE EDUCATION (D55260)

The Funeral Service Education curriculum provides students with the opportunity to become proficient in basic funeral service skills.

In addition to the general education courses offered in the curriculum, technical courses such as human anatomy, embalming theory and practice, embalming chemistry, restorative arts, funeral law, and funeral home operations are taught.

Graduates of the curriculum, upon passing the state or national exam and completing an internship in a funeral home, will be qualified for employment as embalmers and/or funeral directors.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 230	Small Business Management	3	0	0	3
*FSE 112	Principles of Funeral Service	3	0	0	3
*FSE 116	Funeral Law and Ethics	3	0	0	3
*FSE 214	Pathology	3	0	0	3
*FSE 215	Funeral Home Operations	4	0	0	4
*PSY 241	Psychology of Death and Dying	3	0	0	3
	TOTAL				**25**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
+ENG 115	Oral Communication	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
SOC 210	Introduction to Sociology	3	0	0	3
	TOTAL				**12**
FOUNDATION COURSES					
ACC 111	Financial Accounting	3	0	0	3
CIS 113	Computer Basics	0	2	0	1
PSY 150	General Psychology	3	0	0	3
	TOTAL				**7**
TOTAL CREDITS FOR DIPLOMA					**44**

*These courses are to be taken at Fayetteville Technical Community College. The Funeral Service Education Program is a collaborative program with Fayetteville Technical Community College. Fayetteville Technical Community College is the degree granting institution.

+COM 231 may be substituted for ENG 115

GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

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

Course and Hour Requirements

MAJOR COURSES
Select 18 SHC from a combination of core courses for curriculums approved to be offered by the College.

Select from prefixes for major courses for curriculums approved to be offered by the College.

GENERAL EDUCATION COURSES
Students take a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics; and a minimum of 6 semester hours of communications.

MINIMUM MAJOR COURSE HOURS	**49**
MINIMUM GENERAL EDUCATION HOURS	**15**
MINIMUM FOUNDATION COURSES	**1**
ACA 111 College Student Success	1
TOTAL HOURS FOR AAS DEGREE	**65-76**

This program offers a *Hard Skills Training Program Certificate*.

HEALTH CARE TECHNOLOGY CERTIFICATE

The Health Care Technology curriculum prepares multi-skilled health care personnel to perform a variety of assistive skills which cross several traditional health care disciplines. *Individuals entering this curriculum must be listed on the Nursing Assistant I Registry and have documentation of successful completion of a Nursing Assistant I program.*

Course work includes communications, dietary, and clerical skills, as well as those required for listing as a Nursing Assistant II. Based upon local needs, instruction may also include phlebotomy, basic electrocardiography, environmental maintenance, restorative care, and basic respiratory skills.

Graduates of this program will be eligible for listing as a Nursing Assistant II in the state of North Carolina. Employment opportunity sites include hospitals, nursing homes, extended care facilities, and home health agencies.

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES				
HCT 101 Health Care Technology	6	2	6	9
+HCT 102 Basic Phlebotomy and EKG	1	2	3	3
TOTAL CREDITS FOR CERTIFICATE				**12**

+HCT 103, HCT 104, or HCT 105 may be substituted for HCT 102 when offered.

If a student is already a Nursing Assistant II, they may take HCT 101, part B only and HCT 102.

CPR certification should be current.

With normal progression of this program, a student should finish in one semester (16 weeks).

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 an Accredited Record Technician (ART). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physicians' offices, hospice, and mental health facilities.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
BIO 175	General Microbiology	2	2	0	3
HIT 110	Health Information Orientation	2	0	0	2
HIT 112	Health Law and Ethics	3	0	0	3
HIT 114	Record Systems/Standards	2	3	0	3
HIT 122	Directed Practice I	0	0	3	1
HIT 124	Directed Practice II	1	0	3	2
HIT 210	Health Care Statistics	3	2	0	4
HIT 212	Coding/Classification I	3	3	0	4
HIT 214	Coding/Classification II	3	3	0	4
HIT 216	Quality Management	2	2	0	3
HIT 218	Management	3	0	0	3
HIT 220	Computers in Health Care	1	2	0	2
HIT 222	Directed Practice III	0	0	6	2
HIT 224	Directed Practice IV	1	0	6	3
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
	TOTAL				**58**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 230	Leadership Development	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
CIS 111	Basic PC Literacy	1	2	0	2
	TOTAL	**2**	**2**	**0**	**3**

TOTAL CREDITS FOR AAS DEGREE   **76**

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

This program is accredited by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the American Health Information Management Association's Council on Accreditation.

HEALTH UNIT COORDINATOR CERTIFICATE (C25220)

The Health Unit Coordinator curriculum prepares the individual to perform routine clerical and receptionist tasks in an inpatient or outpatient health care facility. The Health Unit Coordinator organizes the activities for the unit and manages nonclinical functions to enhance the delivery of health care.

The course work includes material management of the unit; transcription of the health care teams' orders; health record management; interdepartment and interpersonal communication techniques; significance of confidentiality of the health records data; and organizational skills and prioritization of tasks.

Graduates should qualify for entry-level clerical and receptionist positions in hospitals, long-term care facilities, and other health care agencies.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
HUC 101	HUC Theory and Practice	8	8	0	12
OST 103	Basic Medical Terminology	3	0	0	3
PSY 102	Human Relations	2	0	0	2
TOTAL					17
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR CERTIFICATE					18

Students making satisfactory progress should complete this program in one semester.

HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA).

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Accounting I	3	2	0	4
ACC 121	Principles of Accounting II	3	2	0	4
ACC 225	Cost Accounting	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 228	Business Statistics	2	2	0	3
COE 112	Co-op Work Experience I	0	0	20	2
HMT 110	Introduction to Healthcare Management	3	0	0	3
HMT 210	Medical Insurance	3	0	0	3
HMT 211	Long-Term Care Administration	3	0	0	3
HMT 212	Management of Healthcare Org.	2	0	0	2
HMT 220	Healthcare Financial Management	4	0	0	4
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
OST 137	Office Software Applications	1	2	0	2
OST 181	Introduction to Office Systems	3	0	0	3
OST 284	Emerging Technologies	2	0	0	2
	TOTAL				**55**

GENERAL EDUCATION COURSES

COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
MAT 161	College Algebra	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				**18**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **74**

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

This program offers a *Healthcare Management Technology Certificate* and a *Healthcare Management Technology Diploma.* Contact the program coordinator or department chair for specific requirements.

The Healthcare Management Technology program has established articulation agreements with surrounding area community colleges for the dual enrollment of students. Dual enrollment allows the 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.

An agreement has been established for the transferability of the Associate Degree in Healthcare Management Technology to St. Joseph's College of Maine enabling students to pursue a Bachelors of Science Degree in Health Care Administration. St. Joseph's College uses the distance education approach which allows students to earn their degree.

Graduates are eligible to sit for various certification exams based on education and employment requirements.

HUMAN SERVICES TECHNOLOGY (A45380)

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

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

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

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
GRO 120	Gerontology	3	0	0	3
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 135	Orientation Lab I	0	2	0	1
HSE 160	HSE Clinical Supervision I	1	0	0	1
HSE 163	HSE Clinical Experience I	0	0	9	3
HSE 210	Human Services Issues	2	0	0	2
HSE 212	Group Process II	1	2	0	2
HSE 215	Health Care	3	2	3	5
HSE 225	Crisis Intervention	3	0	0	3
HSE 235	Orientation Lab II	0	2	0	1
HSE 260	HSE Clinical Supervision II	1	0	0	1
HSE 264	HSE Clinical Experience II	0	0	12	4
PSY 150	General Psychology	3	0	0	3
PSY 255	Introduction to Exceptionality	3	0	0	3
PSY 265	Behavioral Modification	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SAB 130	Addictive Behaviors	3	0	0	3

SOC 213	Sociology of the Family	3	0	0	3
*	HSE Elective	0/3	0/6	0/6	2/3
	TOTAL				**57/58**

GENERAL EDUCATION COURSES

BIO 161	Introduction to Human Biology	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
ACA 220	Professional Transition	1	0	0	1
CIS113	Computer Basics	0	2	0	1
	TOTAL				**3**

TOTAL CREDITS FOR AAS DEGREE   75/76

* Recommended Electives

HSE Electives:
CIS 111, HSC 110, HSC 120, HSC 130, HSE 130, HSE 191, HSE 192, HSE 193, HSE 230, HSE 251, HSE 270, HSE 272

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 MAY 070 or an appropriate Math Placement Test score.

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

This program offers a *Human Services Technology Diploma*. Contact the program coordinator or department chair for specific requirements.

INDUSTRIAL CONSTRUCTION TECHNOLOGY (A35260)

The Industrial Construction Technology curriculum is designed to prepare students for a diversity of jobs in the industrial construction industry, in construction craft skills, and in supervisory and technical support roles.

A wide range of technical courses are offered in the mechanical and electrical areas such as machine processes, piping, electricity, drafting, mechanical installation, and other related topics. Second-year students may select from advanced topics in their area of interest.

Graduates should qualify for employment as skilled craftsmen or technicians with either industrial or construction firms.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 111	Blueprint Reading	1	2	0	2
BPR 130	Blueprint Reading/Construction	1	2	0	2
BPR 135	Schematics and Diagrams	2	0	0	2
BUS 135	Principles of Supervision	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
COE 112	Co-op Work Experience I	0	0	20	2
OR					
MEC 175	Equipment Installation	0	6	0	2
DFT 117	Technical Drafting	1	2	0	2
DFT 119	Basic CAD	1	2	0	2
ELC 112	DC/AC Electricity	3	6	0	5
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 111	Machine Processes I	2	3	0	3
MNT 220	Rigging and Moving	1	3	0	2
PFT 111	Piping and Valves	3	3	0	4
WLD 112	Basic Welding Processes	1	3	0	2
*	Major Course Electives	9/10	18/25	0	18/19
	TOTAL				**56/57**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
*	Humanities/Fine Arts Electives	3	0	0	3

Social/Behavioral Sciences Electives	3	0	0	3
TOTAL				**15**

FOUNDATION COURSES

ACA 111 College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **72/73**

* Recommended Electives

Major Course Electives: (No more than 4 SHC of ELC courses)
COE 115, ELC 113, ELC 117, ELC 118, ELC 128, ELN 229, ELN 231, MEC 130, MEC 165, MEC 240

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, PHI 240

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

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

INDUSTRIAL CONSTRUCTION TECHNOLOGY/ELECTRICAL (A3526A)

Electrical is a concentration under the curriculum title of Industrial Construction Technology. This curriculum is designed to prepare students for a diversity of jobs in the industrial construction industry as well as in supervisory and technical support roles.

A wide range of technical courses is offered in the mechanical and electrical areas such as machine processes, piping, electricity, drafting, mechanical installation, and other related topics. Second-year students concentrate on industrial, electrical, and instrumentation topics.

Graduates should qualify for employment as skilled craftsmen or technicians with either industrial or construction firms.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 111	Blueprint Reading	1	2	0	2
BPR 130	Blueprint Reading/Construction	1	2	0	2
BPR 135	Schematics and Diagrams	2	0	0	2
BUS 135	Principles of Supervision	3	0	0	3
COE 112	Co-op Work Experience I	0	0	20	2
OR					
MEC 175	Equipment Installation	0	6	0	2
DFT 117	Technical Drafting	1	2	0	2
DFT 119	Basic CAD	1	2	0	2
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4
ELC 240	Heavy Construction Wiring	2	6	0	4
ELC 241	Electrical System Commissioning	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 111	Machine Processes I	2	3	0	3
MNT 220	Rigging and Moving	1	3	0	2
PFT 111	Piping and Valves	3	3	0	4
WLD 112	Basic Welding Processes	1	3	0	2
*	Major Course Electives	4/6	6/10	0	7/8
	TOTAL				**54/55**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3

157

ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
CIS 111	Basic PC Literacy	1	2	0	2
	TOTAL				**3**

TOTAL CREDITS FOR AAS DEGREE   **72/73**

* Recommended Electives

Major Course Electives:
COE 115, ELC 117, ELC 118, ELC 128, ELC 131, ELN 229, ELN 231

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, PHI 240

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

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

INDUSTRIAL CONSTRUCTION TECHNOLOGY/MECHANICAL (A3526B)

Mechanical is a concentration under the curriculum title of Industrial Construction Technology. This curriculum is designed to prepare students for a diversity of jobs in the industrial construction industry as well as in supervisory and technical support roles.

A wide range of technical courses is offered in the mechanical and electrical areas such as machine processes, piping, electricity, drafting, mechanical installation, and other related topics. Second-year students concentrate on industrial mechanical systems.

Graduates should qualify for employment as skilled craftsmen or technicians with either industrial or construction firms.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 130	Blueprint Reading/Construction	1	2	0	2
BPR 135	Schematics and Diagrams	2	0	0	2
BUS 135	Principles of Supervision	3	0	0	3
COE 112	Co-op Work Experience I	0	0	20	2
OR					
MEC 175	Equipment Installation	0	6	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 111	Machine Processes I	2	3	0	3
MEC 240	Mechanical Installation I	1	6	0	3
MEC 241	Mechanical Installation II	1	6	0	3
MNT 220	Rigging and Moving	1	3	0	2
PFT 111	Piping and Valves	3	3	0	4
PFT 211	Piping Systems Installation	3	3	0	4
PFT 212	Piping Systems Maintenance and Repair	2	3	0	3
*	Major Course Electives	10/11	21	0	18/19
	TOTAL				**54/55**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3

*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
CIS 111	Basic PC Literacy	1	2	0	2
	TOTAL				**3**

TOTAL CREDITS FOR AAS DEGREE   **72/73**

* Recommended Electives

Major Course Electives:
BPR 111, COE 115, DFT 117, DFT 119, ELC 112, MEC 130, MEC 165, WLD 112

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, PHI 240

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

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

INDUSTRIAL MAINTENANCE TECHNOLOGY (A50240)

The Industrial Maintenance Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 120	HVACR Maintenance	1	3	0	2
BPR 111	Blueprint Reading	1	2	0	2
BPR 130	Blueprint Reading/Construction	1	2	0	2
BPR 135	Schematics and Diagrams	2	0	0	2
ELC 112	DC/AC Electricity	3	6	0	5
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 111	Machine Processes I	2	3	0	3
MEC 112	Machine Processes II	2	3	0	3
MNT 110	Introduction to Maintenance Procedures	1	3	0	2
COE 112	Co-op Work Experience I	0	0	20	2
OR					
MNT 111	Maintenance Practices	1	3	0	2
MNT 220	Rigging and Moving	1	3	0	2
MNT 230	Pumps and Piping Systems	1	3	0	2

MNT 240	Industrial Equipment Troubleshooting	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
	TOTAL				**52**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
CIS 111	Basic PC Literacy	1	2	0	2
	TOTAL				**3**

TOTAL CREDITS FOR AAS DEGREE   **70**

* Recommended Electives

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, PHI 240

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

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

This program offers an *Industrial Maintenance Diploma* and a *Basic Mechanical Maintenance Certificate*. Contact the program coordinator or department chair for specific requirements.

INDUSTRIAL MANAGEMENT TECHNOLOGY (A50260)

The Industrial Management Technology curriculum is designed to equip students with the knowledge, skills, and abilities to function effectively in staff, front-line leadership, and mid-level management positions in organizations. The program emphasizes team building, TQM, SPC, motivation, continuous improvement, systems, and leadership.

Course work includes the integrated study of quality and productivity improvement, production operations, management, financial analysis, problem solving, and management of resources—human, physical, and information. Course work incorporates a broad understanding of computer applications to analyze and solve problems.

Graduates should qualify for entry-level positions such 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.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Accounting I	3	2	0	4
BUS 135	Principles of Supervision	3	0	0	3
BUS 217	Employment Law and Regulations	3	0	0	3
BUS 235	Performance Management	3	0	0	3
DFT 117	Technical Drafting	1	2	0	2
DFT 119	Basic CAD	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
ISC 132	Manufacturing Quality Control	2	3	0	3
ISC 133	Manufacturing Management Practices	2	0	0	2
ISC 135	Principles of Industrial Management	3	0	0	3
ISC 136	Productivity Analysis I	2	3	0	3
ISC 140	Material and Capacity Planning	3	0	0	3
ISC 141	Production Activity Control	3	0	0	3
ISC 142	Inventory Management	3	0	0	3
ISC 221	Statistical Quality Control	3	0	0	3
ISC 233	Industrial Organization and Management	3	0	0	3
MEC 111	Machine Processes I	2	3	0	3

OMT 132	ISO 9000 Standards	3	0	0	3
OMT 133	ISO 9000 Internal Auditor	3	0	0	3
	TOTAL				54

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
	Social/Behavioral Sciences Electives	3	0	0	3
	TOTAL				15

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
CIS111	Basic PC Literacy	1	2	0	2
	TOTAL				3

TOTAL CREDITS FOR AAS DEGREE   72

* Recommended Electives

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, PHI 240

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

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

INFORMATION SYSTEMS (A25260)

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming and Logic	2	2	0	3
CIS 120	Spreadsheet I	2	2	0	3
CIS 130	Survey of Operating Systems	2	3	0	3
CIS 147	Operating System-Windows™	2	2	0	3
CIS 152	Database Concepts and Applications	2	2	0	3
CIS 153	Database Applications	2	2	0	3
CIS 162	Multimedia Presentation Software	2	2	0	3
CIS 165	Desktop Publishing I	2	2	0	3
CIS 170	Technical Support Functions I	2	2	0	3
CIS 172	Introduction to the Internet	2	3	0	3
CIS 173	Network Theory	2	2	0	3
CIS 215	Hardware Installation and Maintenance	2	3	0	3
CIS 216	Software Installation and Maintenance	1	2	0	2
CIS 226	Trends in Technology	1	2	0	2

CIS 286	Systems Analysis and Design	3	0	0	3
CIS 288	Systems Project	1	4	0	3
COE 111	Co-op Work Experience I	0	0	10	1
&					
COE 115	Work Experience Seminar I	1	0	0	1
OR					
COE 111	Co-op Work Experience I	0	0	10	1
&					
COE 121	Co-op Work Experience II	0	0	10	1
CSC 139	Visual BASIC Programming	2	3	0	3
NET 110	Data Communications/				
	Networking	2	2	0	3
	TOTAL				**60**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research				
	and Reporting	3	0	0	3
MAT 161	College Algebra	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **76**

*Recommended Electives

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

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

This program offers an *Information Systems Technology Certificate*.
Contact the program coordinator or department chair for specific
requirements.

INFORMATION SYSTEMS/NETWORK ADMINISTRATION AND SUPPORT (A2526D)

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities. Elective choices provide opportunity for specialization.

Graduates should qualify for positions such as LAN/PC administrator, microcomputer support specialist, network control operator, communications technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams which can result in industry-recognized credentials.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming and Logic	2	2	0	3
CIS 130	Survey of Operating Systems	2	3	0	3
CIS 148	Operating Systems-Windows™ NT	2	2	0	3
CIS 152	Database Concepts and Applications	2	2	0	3
CIS 173	Network Theory	2	2	0	3
CIS 174	Network System Manager I	2	2	0	3
CIS 175	Network Management I	2	2	0	3
CIS 215	Hardware Installation and Maintenance	2	3	0	3
CIS 246	Operating Systems - UNIX	2	3	0	3
CIS 274	Network System Manager II	2	2	0	3
CIS 275	Network Management II	2	2	0	3
CIS 282	Network Technology	3	0	0	3
CIS 287	Network Support	2	2	0	3
COE 111	Co-op Work Experience I	0	0	10	1
COE 121	Co-op Work Experience II	0	0	10	1

CSC 134	C++ Programming	2	3	0	3
NET 110	Data Communications/				
	Networking	2	2	0	3
+	Major Course Electives				6/7
	TOTAL				**59-60**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research				
	and Reporting	3	0	0	3
MAT 161	College Algebra	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
OR					
PSY 150	General Psychology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **75/76**

*Recommended Electives

Major Course Electives:
CIS 172, CIS 279, CSC 248, NET 125, NET 126

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

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

This program offers a *Networking Certificate* and a *Network Routing and
Switching Technologies Certificate.* Contact the program coordinator or
department chair for specific requirements.

INSURANCE CERTIFICATE (C25280)

The Insurance curriculum provides prelicensing education required by the North Carolina Department of Insurance and prepares individuals to enter the insurance profession.

Course work includes the fundamentals of risk and insurance law, life and health insurance, Medicare and long-term care insurance, property and liability insurance, and claims adjusting principles and practices.

Graduates should qualify for North Carolina insurance licensing examinations and be able to provide service to insurance consumers in a competent manner. Employment opportunities include insurance agent, claims adjuster, customer service representative, and special agent.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
INS 101	Life/Accident/Health Insurance	4	0	0	4
INS 102	Medicare Supplements/Long-Term Care	1	0	0	1
INS 103	Property and Casualty Insurance	4	0	0	4
INS 105	Risk Management	3	0	0	3
OR					
INS 107	Claims Adjusting	3	0	0	3
INS 108	Income Taxation of Insurance	3	0	0	3
OR					
INS 109	Employee Benefits	2	0	0	2

TOTAL CREDITS FOR CERTIFICATE   **14/15**

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

MACHINING TECHNOLOGY (A50300)

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations, and make decisions to ensure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 111	Blueprint Reading	1	2	0	2
BPR 121	Blueprint Reading/Mechanical	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
ISC 221	Statistical Quality Control	3	0	0	3
MAC 111	Machining Technology I	2	12	0	6
MAC 112	Machining Technology II	2	12	0	6
MAC 113	Machining Technology III	2	12	0	6
MAC 114	Introduction to Metrology	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 214	Machining Technology IV	2	12	0	6
MAC 215	Machining Technology V	2	12	0	6
MAC 222	Advanced CNC Turning	1	3	0	2
MAC 224	Advanced CNC Milling	1	3	0	2
MEC 110	Introduction to CAD/CAM	1	2	0	2
MEC 142	Physical Metallurgy	1	2	0	2
	TOTAL				**55**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
*	Humanities/Fine Arts Electives	3	0	0	3

Social/Behavioral Sciences Electives	3	0	0	3
TOTAL				15

FOUNDATION COURSES

ACA 111 College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   71

* Recommended Electives

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, PHI 240

Social/Behavioral Sciences Electives:
PSY 118, PSY 150, SOC 210, SOC 213, SOC 220, SOC 252

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

This program offers a *Machining Technology Diploma, Machining Basics Certificate* and *CNC Certificate*. Contact the program coordinator or department chair for specific requirements.

MANUFACTURING ENGINEERING TECHNOLOGY (A40300)

The Manufacturing Engineering Technology curriculum prepares individuals for employment in the fields of manufacturing technology. The curriculum emphasizes the theory and training required to effectively augment manufacturing engineers in industry.

Courses include a background in mechanical and related theory and the use of manufacturing and analytical equipment. Industrial standards such as EPA, OSHA, GD&T, and ISO are discussed. Computer usage for process control and effective communication skills is emphasized.

Graduates of this curriculum qualify for positions as engineering technicians. Some of the responsibilities include drafting, process specification, tooling selection, automation programming, project facilitation, and supervision. Certification is available through organizations such as ASQC, SME, and NICET.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ATR 281	Automation Robotics	3	2	0	4
CIS 130	Survey of Operating Systems	2	3	0	3
DFT 117	Technical Drafting	1	2	0	2
DFT 119	Basic CAD	1	2	0	2
DFT 120	Advanced CAD	1	2	0	2
ELC 111	Introduction to Electricity	2	2	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
ISC 132	Manufacturing Quality Control	2	3	0	3
ISC 216	Work Measurement	3	0	0	3
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MAT 122	Algebra/Trigonometry II	2	2	0	3
MEC 111	Machine Processes I	2	3	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
MEC 161A	Manufacturing Processes I Lab	0	3	0	1
MEC 180	Engineering Materials	2	3	0	3
MEC 236	Regional Manufacturing	1	4	0	3
MEC 250	Statics and Strength of Materials	4	3	0	5
PHY 131	Physics-Mechanics	3	2	0	4
TOTAL					**56**

GENERAL EDUCATION COURSES

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
SOC 210	Introduction to Sociology	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE　　　　　　　　**72**

* Recommended Electives

Humanities/Fine Arts Electives:
ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 211, PHI 240

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

This program offers a *Drafting for Manufacturing Certificate* option. Contact the program coordinator or department chair for specific requirements.

MASONRY DIPLOMA (D35280)

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion, students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 130	Blueprint Reading/Construction	1	2	0	2
ISC 115	Construction Safety	2	0	0	2
MAS 110	Masonry I	4	18	0	10
MAS 120	Masonry II	4	18	0	10
MAS 130	Masonry III	6	6	0	8
	TOTAL				**32**
GENERAL EDUCATION COURSES					
ENG 102	Applied Communications II	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
	TOTAL				**6**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
	TOTAL				**2**
TOTAL CREDITS FOR DIPLOMA					**40**

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

This program offers a *Beginning Masonry Certificate* and an *Intermediate Masonry Certificate* option. Contact the program coordinator or department chair for specific requirements.

MEDICAL ASSISTING (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations, assisting with examinations/ treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 114	Professional Interaction in Health Care	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 134	Medical Transcription	2	2	0	3
MED 140	Examination Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 180	CPR Certification	0	2	0	1
MED 232	Medical Insurance Coding	1	3	0	2
MED 240	Examination Room Procedures II	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
MED 276	Patient Education	1	2	0	2
OST 136	Word Processing	1	2	0	2

*	Major Course Electives	0/2	0	0/26	2
	TOTAL				58

GENERAL EDUCATION COURSES

COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				15

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE	74

* Recommended Electives

Major Course Electives:
COE 111, COE 112, HSC 110, MED 112, MED 113, MED 264

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 Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committe on Accreditation for Medical Assistant Education.

"Medical Assisting is an allied health profession whose practitioners function as members of the health care delivery team and perform administrative and clinical procedures." (AAMA National Convention 1998)

MEDICAL SONOGRAPHY (A45440)

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

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

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

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
SON 110	Introduction to Sonography	1	3	3	3
SON 111	Sonographic Physics	3	3	0	4
SON 120	SON Clinical Education I	0	0	15	5
SON 121	SON Clinical Education II	0	0	15	5
SON 130	Abdominal Sonography I	2	3	0	3
SON 131	Abdominal Sonography II	1	3	0	2
SON 140	Gynecological Sonography	2	0	0	2
SON 220	SON Clinical Education III	0	0	24	8
SON 221	SON Clinical Education IV	0	0	24	8
SON 225	Case Studies	0	3	0	1
SON 241	Obstetrical Sonography I	2	0	0	2
SON 242	Obstetrical Sonography II	2	0	0	2
SON 250	Vascular Sonography	1	3	0	2
SON 289	Sonographic Topics	2	0	0	2
	TOTAL				**51**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3

MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				15

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   70

Students entering Medical Sonography must hold a current CPR certification by the American Heart Association Level C or American Red Cross.

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 accreditation by the Commission on the Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography.

This program offers an *Abdominal Sonography Certificate* and an *OB/GYN Sonography Certificate*. Contact the program coordinator or department chair for specific requirements.

The medical advisor for this program is William S. Trough, M.D.

NUCLEAR MEDICINE TECHNOLOGY (A45460)

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

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

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

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
HSC 120	CPR	0	2	0	1
NMT 110	Introduction to Nuclear Medicine	2	0	0	2
NMT 110A	Introduction to Nuclear Medicine Lab	0	3	0	1
NMT 126	Nuclear Physics	2	0	0	2
NMT 132	Overview-Clinical Nuclear Medicine	2	0	6	4
NMT 134	Nuclear Pharmacy	2	0	0	2
NMT 136	Health Physics	2	0	0	2
NMT 211	NMT Clinical Practice I	0	0	21	7
NMT 212	Procedures for Nuclear Medicine I	2	0	0	2
NMT 212A	Procedures for Nuclear Medicine I Lab	0	3	0	1
NMT 214	Radiobiology	2	0	0	2
NMT 215	Non-Imaging Instrumentation	1	3	0	2
NMT 218	Computers in Nuclear Medicine	2	0	0	2
NMT 221	NMT Clinical Practice II	0	0	21	7
NMT 222	Procedures for Nuclear Medicine II	2	0	0	2
NMT 222A	Procedures for Nuclear Medicine II Lab	0	3	0	1
NMT 225	Imaging Instrumentation	1	3	0	2
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
	TOTAL				**51**

GENERAL EDUCATION COURSES

CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 115	Oral Communication	3	0	0	3
HUM 230	Leadership Development	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				19

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   71

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

The medical advisor for this program is Julian W. Vainright, M.D.

OCCUPATIONAL THERAPY ASSISTANT (A45500)

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

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

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

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BIO 168	Anatomy and Physiology I	3	3	0	4
OTA 110	Fundamentals of OT	2	3	0	3
OTA 120	OT Media I	1	3	0	2
OTA 130	Assessment Skills	2	3	0	3
OTA 140	Professional Skills I	0	3	0	1
OTA 150	Life Span Skills I	2	3	0	3
OTA 161	Fieldwork I-Placement 1	0	0	3	1
OTA 162	Fieldwork I-Placement 2	0	0	3	1
OTA 163	Fieldwork I-Placement 3	0	0	3	1
OTA 170	Physical Dysfunction	2	3	0	3
OTA 180	Psychosocial Dysfunction	2	3	0	3
OTA 220	OT Media II	1	6	0	3
OTA 240	Professional Skills II	0	3	0	1
OTA 250	Life Span Skills II	2	3	0	3
OTA 260	Fieldwork II-Placement 1	0	0	18	6
OTA 261	Fieldwork II-Placement 2	0	0	18	6
PSY 241	Developmental Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
	TOTAL				**53**

GENERAL EDUCATION COURSES

BIO 169	Anatomy and Physiology II	3	3	0	4
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
TOTAL					19

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
OST 137	Office Software Applications	1	2	0	2
TOTAL					3

TOTAL CREDITS FOR AAS DEGREE   75

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

Initial enrollment is in the Spring semester. Students must complete Level II Fieldwork within 18 months following completion of academic preparation.

This program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA.

Graduates of the program may be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. The State of North Carolina requires licensure based on completion of an accredited program, passage of the NBCOT examination, and other requirements in order to practice under OTR supervision. These processes are separate from the college's program and graduation requirements.

OFFICE SYSTEMS TECHNOLOGY (A25360)

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

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

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

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 120	Principles of Accounting I	3	2	0	4
COE 112	Co-op Work Experience I	0	0	20	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry and Formatting	3	2	0	4
OST 135	Adv Text Entry & Format	3	2	0	4
OST 136	Word Processing	1	2	0	2
OST 137	Office Software Applications	1	2	0	2
OST 164	Text Editing Applications	3	0	0	3
OST 181	Introduction to Office Systems	3	0	0	3
OST 223	Machine Transcription I	1	2	0	2
OST 224	Machine Transcription II	1	2	0	2
OST 233	Office Publications Design	2	2	0	3
OST 236	Advanced Word and Information Processing	2	2	0	3
OST 284	Emerging Technologies	2	0	0	2
OST 289	Office Systems Management	2	2	0	3
+OST 198	Seminar in Office Systems Tech	2	2	0	3
*	Major Electives	5/8	0/4	0	7
	TOTAL				**51**
GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3

ENG 111	Expository Writing	3	0	0	3
BIO 161	Introduction to Human Biology	3	0	0	3
*	Humanities/Fine Arts Electives	3	0	0	3
*	Social/Behavioral Sciences Electives	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **67**

* Recommended Electives

Major Electives:
BUS 121; BUS 137; BUS 153; OST 184; OST 286

Humanities/Fine Arts Electives:
ART 111; MUS 110; MUS 112

Social/Behavioral Sciences Electives:
GEO 110; GEO 111; PSY 118; PSY 150; SOC 210; SOC 213; SOC 220

+OST 196 and OST 197 may be substituted for OST 198

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

This program offers the following certificate and diploma options:
> **Diploma:**
>> *Office Systems Technology*
> **Certificates:**
>> *Administrative Manager*
>> *Computer Software Applications*
>> *Computer Software Applications for Teachers*
>> *Word Processing/Transcription*
>> *Data Entry Applications*
>> *Basic Office Technology Skills*
>> *Office Graphics and Design*

Contact the program coordinator or department chair for specific requirements.

OFFICE SYSTEMS TECHNOLOGY/MEDICAL (A2536B)

Medical is a concentration under the curriculum title of Office Systems Technology. This curriculum prepares individuals for entry-level positions in medical and allied health facilities. Jobs include transcription, secretary, hospital unit secretary, records clerk, insurance form preparer, patient accounting clerk, and clinical technician.

Course work includes processing, compiling, recording, and maintaining medical records; utilizing office equipment and software; medical law and ethics; billing and coding; and transcribing medical documents.

Employment opportunities include the offices of allied health facilities, HMOs, insurance claims processors, laboratories, and manufacturers and suppliers of medical and hospital equipment.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
COE 112	Co-op Work Experience I	0	0	20	2
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	3	2	0	4
OST 135	Adv Text Entry & Format	3	2	0	4
OST 136	Word Processing	1	2	0	2
OST 137	Office Software Applications	1	2	0	2
OST 148	Medical Coding, Billing, and Insurance	3	0	0	3
OST 149	Medical Legal Issues	2	0	0	2
OST 164	Text Editing Applications	3	0	0	3
OST 223	Machine Transcription I	1	2	0	2
OST 236	Advanced Word and Information Processing	2	2	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2
OST 243	Medical Office Simulation	2	2	0	3
OST 284	Emerging Technologies	2	0	0	2
OST 286	Professional Development	2	0	0	2
OST 289	Office Systems Management	2	2	0	3
*	Major Elective	3/8	0/10	0	8
	TOTAL				**57**

GENERAL EDUCATION COURSES

BIO 161	Introduction to Human Biology	3	0	0	3
COM 120	Interpersonal Communication	3	0	0	3
OR					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
*	Humanities/Fine Arts Elective	3	0	0	3
*	Social/Behavioral Sciences Elective	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE 73

* Recommended Electives

Major Electives:
BUS 137; HMT 110; HMT 212; OST 184; OST 197; OST 247; OST 248

Humanities/Fine Arts Electives:
ART 111; MUS 110; MUS 112

Social/Behavioral Sciences Electives:
GEO 110; GEO 111; PSY 118; PSY 150; SOC 210; SOC 213; SOC 220

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

This program offers the following diploma and certificate options:
   Diplomas:
      Medical Office Coordinator
      Medical Transcription
   Certificates:
      Medical Office Technology
      Medical Transcription
      Medical Office Insurance
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

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
ACC 111	Financial Accounting	3	0	0	3
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research and Writing I	2	2	0	3
LEX 121	Legal Research and Writing II	2	2	0	3
LEX 130	Civil Injuries	2	0	0	2
LEX 140	Civil Litigation I	3	0	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 150	Commercial Law	2	2	0	3
LEX 160	Criminal Law and Procedures	2	2	0	3
LEX 170	Administrative Law	2	0	0	2
LEX 210	Real Property I	2	0	0	2
LEX 211	Real Property II	1	4	0	3
LEX 240	Family Law	2	0	0	2
LEX 250	Wills, Estates, and Trusts	2	2	0	3
LEX 260	Bankruptcy and Collections	2	0	0	2
LEX 270	Law Office Management and Technology	1	2	0	2
LEX 280	Ethics and Professionalism	2	0	0	2
OST 131	Keyboarding	1	2	0	2

OST	136	Word Processing	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
+		Free Elective	1/2	0	0/10	2
		TOTAL				**51**

GENERAL EDUCATION COURSES

COM	120	Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	120	Geometry and Trigonometry	2	2	0	3
POL	130	State and Local Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
		TOTAL				**21**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   73

+COE 111 & COE 115 or OST 284 are the recommended courses for free elective hours.

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.

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

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
RTT 121	Special Imaging	2	0	0	2
RTT 161	RTT Clinical Ed III	0	0	6	2
RTT 210	Radiobiology	2	0	0	2
RTT 220	Radiation Therapy Orientation	2	0	0	2
RTT 221	Clinical Oncology I	2	0	0	2
RTT 222	Clinical Oncology II	2	0	0	2
RTT 232	Radiation Therapy Procedures	2	0	0	2
RTT 233	Radiation Therapy Physics	2	0	0	2
RTT 234	Clinical Dosimetry	1	3	0	2
RTT 240	RTT Clinical Education IV	0	0	18	6
RTT 241	RTT Clinical Education V	0	0	21	7
RTT 246	RTT Clinical Education VI	0	0	18	6
	TOTAL				**37**
GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
PSY 141	Psychology of Death and Dying	3	0	0	3
	TOTAL				**6**
FOUNDATION COURSES					
ACA 111	College Student Success	1	0	0	1
TOTAL CREDITS FOR DIPLOMA					**44**

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

This program is accredited by the Joint Review Committee on Education in Radiologic Technology.

The medical advisor for this program is Hyder Arastu, M.D.

In order to apply:

1. Student must be ARRT certified in Radiology or eligible to sit for the exam at the time of enrollment.

2. Students entering Radiation Therapy Diploma Program must hold a current CPR certification by the American Heart Association Level C or American Red Cross.

RADIOGRAPHY (A45700)

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

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

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
HSC 120	CPR	0	2	0	1
RAD 110	Radiography Introduction and Patient Care	2	3	0	3
RAD 111	Radiographic Procedures I	3	3	0	4
RAD 112	Radiographic Procedures II	3	3	0	4
RAD 121	Radiographic Imaging I	2	3	0	3
RAD 122	Radiographic Imaging II	1	3	0	2
RAD 131	Radiographic Physics I	1	3	0	2
RAD 151	RAD Clinical Education I	0	0	6	2
RAD 161	RAD Clinical Education II	0	0	15	5
RAD 171	RAD Clinical Education III	0	0	12	4
RAD 211	Radiographic Procedures III	2	3	0	3
RAD 231	Radiographic Physics II	1	3	0	2
RAD 241	Radiation Protection	2	0	0	2
RAD 245	Radiographic Analysis	2	3	0	3
RAD 251	RAD Clinical Education IV	0	0	21	7
RAD 261	RAD Clinical Education V	0	0	21	7
	TOTAL				**54**
GENERAL EDUCATION COURSES					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3

ENG 114	Professional Research and Reporting	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	TOTAL				17

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1
OST 137	Office Software Applications	1	2	0	2
	TOTAL				3

TOTAL CREDITS FOR AAS DEGREE   74

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 accredited by the Joint Review Committee on Education in Radiologic Technology.

The medical advisor for this program is Julian W. Vainright, M.D.

REAL ESTATE CERTIFICATE (C25400)

The Real Estate curriculum provides the prelicensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet professional development needs.

Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development, and property values.

Graduates should qualify for North Carolina Real Estate Sales and Broker examinations. They should be able to enter apprenticeship training and to provide real estate services to consumers in a competent manner.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
RLS 112	Real Estate Fundamentals	4	0	0	4
RLS 113	Real Estate Mathematics	2	0	0	2
RLS 114	Real Estate Brokerage	2	0	0	2
RLS 115	Real Estate Finance	2	0	0	2
RLS 116	Real Estate Law	2	0	0	2
TOTAL CREDITS FOR CERTIFICATE					**12**

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

REAL ESTATE APPRAISAL CERTIFICATE (C25420)

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

Course work includes appraisal theory and concepts with applications, the North Carolina Appraisers Act, North Carolina Appraisal Board rules, and the Uniform Standards of Professional Appraisal Practice.

Graduates should be prepared to complete the North Carolina Registered Trainee Examinations and advance to licensure or certification levels as requirements are met.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
REA 101	Introduction to Real Estate Appraisal R-1	2	0	0	2
REA 102	Valuation Principles and Practice R-2	2	0	0	2
REA 103	Applied Residential Property Valuation R-3	2	0	0	2
REA 201	Introduction to Income Property Appraisal G-1	2	0	0	2
REA 202	Advanced Income Capitalization Procedures G-2	2	0	0	2
REA 203	Applied Income Property Valuation G-3	2	0	0	2
TOTAL CREDITS FOR CERTIFICATE					**12**

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

RESPIRATORY CARE (A45720)

The Respiratory Care curriculum prepares individuals to function as respiratory care technicians and/or respiratory care therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

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

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

Pitt Community College provides the two-year (five semester) associate degree Respiratory Care Technology program. This program prepares the student as a respiratory therapist which meets the specific needs of our user community.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
RCP 110	Introduction to Respiratory Care	3	3	0	4
RCP 111	Therapeutics and Diagnostics	4	3	0	5
RCP 112	Patient Management	3	3	0	4
RCP 113	RCP Pharmacology	2	0	0	2
RCP 114	Cardiopulmonary Anatomy and Physiology	3	0	0	3
RCP 115	Cardiopulmonary Pathophysiology	2	0	0	2
RCP 135	RCP Clinical Practice I	0	0	15	5
RCP 145	RCP Clinical Practice II	0	0	15	5
RCP 153	RCP Clinical Practice III	0	0	9	3
RCP 210	Critical Care Concepts	3	3	0	4
RCP 211	Advanced Monitoring/Procedures	3	3	0	4
RCP 214	Neonatal/Pediatric Respiratory Care	1	3	0	2
RCP 215	Career Preparation-Advanced Level	0	3	0	1

RCP	235	RCP Clinical Practice IV	0	0	15	5
RCP	247	RCP Clinical Practice V	0	0	21	7
		TOTAL				**56**

GENERAL EDUCATION COURSES

BIO	163	Basic Anatomy and Physiology	4	2	0	5
COM	120	Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		TOTAL				**17**

FOUNDATION COURSES

ACA	111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **74**

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 accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Committee on Accreditation for Respiratory Care Education.

The medical director for this program is Dr. Robert Shaw, M.D., F.A.C.P., F.C.C.P.

WELDING TECHNOLOGY (A50420)

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

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

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

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
MAJOR COURSES					
BPR 111	Blueprint Reading	1	2	0	2
BPR 130	Blueprint Reading/Construction	1	2	0	2
CIS 130	Survey of Operating Systems	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MAT 120	Geometry and Trigonometry	2	2	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 and Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4
WLD 215	SMAW (Stick) Pipe	1	9	0	4
WLD 251	Fabrication II	1	6	0	3
WLD 262	Inspection and Testing	2	2	0	3
	TOTAL				**54**
GENERAL EDUCATION COURSES					
COM 120	Interpersonal Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3

HUM 115	Critical Thinking	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
*	Social/Behavioral				
	Sciences Electives	3	0	0	3
	TOTAL				**15**

FOUNDATION COURSES

ACA 111	College Student Success	1	0	0	1

TOTAL CREDITS FOR AAS DEGREE   **70**

* Recommended Electives

Social/Behavioral Sciences Electives:
PSY 118; PSY 135; SOC 215

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 diploma and certificate options as listed below. Contact the program coordinator or department chair for specific requirements.

DIPLOMAS:
- *Basic Welding*
- *Advanced Welding*

CERTIFICATES:
- *Basic Welding*
- *SMAW (Stick)*
- *GMAW (MIG)*
- *GTAW (TIG)*
- *Pipe Welding*
- *Welding BPR/Testing*

UNIVERSITY TRANSFER

Associate in Arts and Associate in Science

The Associate in Arts (AA) and Associate in Science (AS) degree programs are designed for the student who aspires to transfer to a four year college or university. The AA and AS degree programs are especially useful to the student who is uncertain about his/her choice of four-year schools.

The Associate in Arts (AA) and Associate in Science (AS) degree programs are part of 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 the programs of study listed below consist of courses drawn from the CAA approved course list.

Most colleges and universities only accept for transfer credit those courses with a grade of "C" or better. This also applies to the courses in the CAA and included in AA and AS degree programs.

In addition to the sixteen public universities in North Carolina, the following private colleges and universities honor the Comprehensive Articulation Agreement:

Barber-Scotia College   Johnson C. Smith University
Barton College   Livingston College
Belmont Abby College   Mars Hill College
Bennett College   Mount Olive College
Brevard College   Pheifer University
Campbell University   Queens College
Catawba College   Saint Andrews College
Chowan College   Wingate University

AA and AS Pre-Major Programs available through Pitt Community College include the following:

PRE-MAJOR PROGRAM TITLE	CODE
* Associate in Arts (Pre-Liberal Arts)	A1010001
Art Education	A1010A01
* Business Administration	A1010B01
Business Education And Marketing Education	A1010C01
* Criminal Justice	A1010D01
English	A1010E01

	English Education	A1010F01
	Health Education	A1010G01
	History	A1010H01
*	Nursing	A1010I01
	Physical Education	A1010J01
	Political Science	A1010K01
*	Psychology	A1010L01
	Social Science Secondary Education	A1010M01
	Sociology	A1010N01
	Speech/Communications	A1010O01
*	Elementary, Middle Grades, Special Education	A1010P01
	Social Work	A1010Q01
**	Associate in Science	A1040001

* Program details are included in the alphabetical listing of program descriptions.

** At the time of publication, Pitt Community College does not have adequate facilities to teach all the upper level courses in the Associate in Science degree programs. Students interested in Associate in Science degree programs or courses in Associate in Science degree programs should indicate their interest during the admission process for referral to specialized advisors.

Associate in General Education

The Associate in General Education (AGE) degree programs at Pitt Community College are designed for the student who aspires to transfer only to East Carolina University. The programs are designed to provide the optimal transfer capability into the corresponding programs at East Carolina University. Not all courses in the AGE programs are included in the list of courses approved by the Comprehensive Articulation Agreement.

	PRE-MAJOR PROGRAM TITLE	CODE
*	Pre Education: Elementary	A1030001
*	Pre Education: Middle Grades	A1030002
*	Pre Education: Special	A1030003

* Program details are included in the alphabetical listing of program descriptions.

ASSOCIATES IN ARTS (A10100)
PRE-LIBERAL ARTS

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Literature				
Fine Arts/Foreign Language				
Humanities				
Natural Sciences	8	0	0	8
Mathematics/Quantitative	6	0	0	6
Social/Behavioral Science	12	0	0	12
Electives	20	0	0	20
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

<u>Composition</u> (Select 6 SHC):
Required Course: ENG 111
Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

<u>Humanities/Fine Arts</u> (Select 12 SHC):
Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, DRA 111, DRA 112, DRA 122, GER 111, GER 112, MUS 110, MUS 112, SPA 111, SPA 112, SPA 211, SPA 212
Humanities (Select at least 3 SHC): HUM 110, HUM 120, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

<u>Natural Sciences</u> (Select 8 SHC):
AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, PHY 110 and PHY 110A, PHY 151, PHY 152

<u>Mathematics/Quantitative</u> (Select 6 SHC):
Mathematics (Select at least 3 SHC): MAT 155, MAT 161

Quantitative (Select no more than 3 SHC): CIS 110, CIS 115, MAT 155, MAT 161, MAT 162, MAT 171, MAT 172, MAT 175, MAT 263

Social/Behavioral Science (Select 12 SHC from three different prefix areas):
History (Select at least 3 SHC): HIS 111, HIS 112, HIS 114, HIS 115, HIS 131, HIS 132
Social Sciences: ANT 210, ANT 221, ECO 251, ECO 252, GEO 111, POL 120
Behavioral Sciences: PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Electives (Select 20 SHC):
ACC 120, ACC 121, ANT 210, ANT 221, ART 111, AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140, BIO 140A, BIO 163, BIO 168, BIO 169, BIO 175, BUS 115, BUS 228, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, CIS 110, CIS 115, COM 110, COM 120, COM 130, COM 231, DRA 111, DRA 112, ECO 251, ECO 252, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273, GEO 110, GEO 111, GER 111, GER 112, HEA 110, HEA 112, HEA 120, HIS 111, HIS 112, HIS 114, HIS 115, HIS 131, HIS 132, HIS 221, HUM 110, HUM 120, HUM 160, MAT 155, MAT 161, MAT 162 MAT 171, MAT 172, MAT 175, MAT 263, MUS 110, MUS 112, PED (any PED courses), PHI 210, PHI 230, PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL 130, POL 211, PSY 150, PSY 241, PSY 243, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 211, SPA 212

PRE-BUSINESS ADMINISTRATION (A1010B)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Literature				
Fine Arts/Foreign Language				
Humanities				
Natural Sciences	8	0	0	8
Mathematics/Quantitative	6	0	0	6
Social/Behavioral Science	12	0	0	12
History				
Social and Behavioral				
Other Required Hours	20	0	0	20
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

Composition (Select 6 SHC):
   Required Course: ENG 111
   Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts (Select 12 SHC):
   Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
   Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, DRA 111, DRA 112, DRA 122, GER 111, GER 112, MUS 110, MUS 112, SPA 111, SPA 112, SPA 211, SPA 212
   Humanities (Select at least 3 SHC): HUM 110, HUM 120, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences (Select 8 SHC):
   AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, PHY 110 and PHY 110A, PHY 151, PHY 152

<u>Mathematics/Quantitative</u> (Select 6 SHC):
  Required Courses: MAT 161, MAT 263

<u>Social/Behavioral Science</u> (Select 12 SHC from three different prefix
    areas):
  History (Select at least 3 SHC): HIS 111, HIS 112, HIS 114, HIS 115,
    HIS 131, HIS 132
  Social Sciences: ANT 210, ANT 221, GEO 111, POL 120
  Behavioral Sciences: PSY 150, PSY 241, PSY 281, SOC 210, SOC 213,
    SOC 220

<u>Other Required Courses</u> (Select 20 SHC):
  ACC 120, ACC 121, CIS 110, ECO 251, ECO 252, MAT 155

PRE-CRIMINAL JUSTICE   (A1010D)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Literature				
Fine Arts/Foreign Language				
Humanities				
Natural Sciences	8	0	0	8
Mathematics/Quantitative	6	0	0	6
Social/Behavioral Science	12	0	0	12
History				
Social and Behavioral				
Other Required Courses	9	0	0	9
Electives	11	0	0	11
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

Composition (Select 6 SHC):
    Required Course: ENG 111
    Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts (Select 12 SHC):
    Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
    Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, DRA 111, DRA 112, DRA 122, GER 111, GER 112, MUS 110, MUS 112, SPA 111, SPA 112, SPA 211, SPA 212
    Humanities (Select at least 3 SHC): HUM 110, HUM 120, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences (Select 8 SHC):
    AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, PHY 110 and PHY 110A, PHY 151, PHY 152

Mathematics/Quantitative (Select 6 SHC):
    Mathematics (Select at least 3 SHC): MAT 155, MAT 161
    Mathematics/Quantitative (Select 3 SHC): CIS 110, CIS 115, MAT 155
       (highly recommended), MAT 161, MAT 162, MAT 171, MAT 172, MAT
       175, MAT 263

Social/Behavioral Science (Select 12 SHC from three different prefix
       areas):
    Required Courses: POL 120, PSY 150, SOC 210
    History (Select 3 SHC): HIS 111, HIS 112, HIS 114, HIS 115, HIS 131,
       HIS 132

Other *Required Courses:* CJC 111, CJC 121, CJC 141
Electives (Select 11 SHC): ACC 120, ACA 121, ANT 210, ANT 221, ART
       111, AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140
       and BIO 140A, BIO 163, BIO 168, BIO 169, BIO 175, BUS 115, BUS
       228, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CHM
       231, CHM 252, CIS 110, CIS 115, COM 120, COM 130, COM 231,
       DRA 111, DRA 112, DRA 122, ECO 251, ECO 252, ENG 131, ENG
       231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261,
       ENG 262, ENG 273, GEO 110, GEO 111, GER 111, GER 112, HEA
       110, HEA 112, HEA 120, HIS 111, HIS 112, HIS 114, HIS 115, HIS
       131, HIS 132, HIS 221, HUM 110, HUM 115, HUM 120, HUM 160,
       MAT 155, MAT 161, MAT 162, MAT 171, MAT 172, MAT 175, MAT
       263, MUS 110, MUS 112, PED (any PED courses), PHI 210, PHI 230,
       PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 130, PSY
       211, PSY 241, PSY 243, PSY 281, REL 110, REL 211, REL 212, SOC
       213, SOC 220, SPA 111, SPA 112, SPA 211, SPA 212

PRE-NURSING   (A1010I)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION AREA REQUIREMENTS				
Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Literature				
Fine Arts/Foreign Language				
Humanities				
Natural Sciences	8	0	0	8
Mathematics/Quantitative	6	0	0	6
Social/Behavioral Science	12	0	0	12
Other Required Courses	17	0	0	17
Electives	3	0	0	3
FOUNDATION COURSES:				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

Composition (Select 6 SHC):
    Required Course: ENG 111
    Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts (Select 12 SHC):
    Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
    Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, DRA 111, DRA 112, DRA 122, GER 111, GER 112, MUS 110, MUS 112, SPA 111, SPA 112, SPA 211, SPA 212
    Humanities (Select at least 3 SHC): HUM 110, HUM 120, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences (Select 8 SHC):
    Required Courses: CHM 131, CHM 131A, and CHM 132 or CHM 151 and CHM 152

Mathematics/Quantitative (Select 6 SHC):
    Required Courses: MAT 155, MAT 161

<u>Social/Behavioral Science</u> (Select 12 SHC from three different prefix areas):
Required Courses: PSY 150, PSY 241, SOC 210
History (Select 3 SHC): HIS 111, HIS 112, HIS 114, HIS 115, HIS 131, HIS 132

<u>*Other Required Courses:*</u> BIO 168, BIO 169, BIO 175, PSY 281, SOC *213*

<u>*Electives*</u> (Select 3 SHC):
ACC 120, ACC 121, ANT 210, ANT 221, ART 111, AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140, BIO 140A, BIO 163, BIO 168, BIO 169, BIO 175, BUS 115, BUS 228, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, CIS 110, CIS 115, COM 110, COM 120, COM 130, COM 231, DRA 111, DRA 112, ECO 251, ECO 252, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273, GEO 110, GEO 111, GER 111, GER 112, HEA 110, HEA 112, HEA 120, HIS 111, HIS 112, HIS 114, HIS 115, HIS 131, HIS 132, HIS 221, HUM 110, HUM 120, HUM 160, MAT 155, MAT 161, MAT 162 MAT 171, MAT 172, MAT 175, MAT 263, MUS 110, MUS 112, PED (any PED courses), PHI 210, PHI 230, PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL 130, POL 211, PSY 150, PSY 241, PSY 243, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 211, SPA 212

PRE-PSYCHOLOGY   (A1010L)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Literature				
Fine Arts/Foreign Language				
Humanities				
Natural Sciences	8	0	0	8
Mathematics/Quantitative	6	0	0	6
Social/Behavioral Science	12	0	0	12
Electives	20	0	0	20
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

Composition (Select 6 SHC):
  Required Course: ENG 111
  Composition (Select 3 SHC): ENG 112, ENG 113, ENG 114

Humanities/Fine Arts (Select 12 SHC):
  Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
  Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, DRA 111, DRA 112, DRA 122, GER 111, GER 112, MUS 110, MUS 112, SPA 111, SPA 112, SPA 211, SPA 212
  Humanities (Select at least 3 SHC): HUM 110, HUM 120, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences (Select 8 SHC):
  Sciences (Select 4 SHC): AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, PHY 110 and PHY 110A, PHY 151, PHY 152
  Biology (Select 4 SHC): BIO 110, BIO 111

Mathematics/Quantitative (Select 6 SHC):
  Mathematics (Select at least 3 SHC): MAT 155, MAT 161

Quantitative (Select no more than 3 SHC): CIS 110, CIS 115, MAT 155, MAT 161, MAT 162, MAT 171, MAT 172, MAT 175, MAT 263

Social/Behavioral Science (Select 12 SHC from three different prefix areas):

Required Course: PSY 150

History (Select at least 3 SHC): HIS 111, HIS 112, HIS 114, HIS 115, HIS 131, HIS 132

Social Sciences: ANT 210, ANT 221, ECO 251, ECO 252, GEO 111, POL 120

Behavioral Sciences: PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

Electives (Select 20 SHC):

ACC 120, ACC 121, ANT 210, ANT 221, ART 111, AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140, BIO 140A, BIO 163, BIO 168, BIO 169, BIO 175, BUS 115, BUS 228, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, CIS 110, CIS 115, COM 120, COM 130, COM 231, DRA 111, DRA 112, DRA 122, ECO 251, ECO 252, ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262, ENG 273, GEO 110, GEO 111, GER 111, GER 112, HEA 110, HEA 112, HEA 120, HIS 111, HIS 112, HIS 114, HIS 115, HIS 131, HIS 132, HIS 221, HUM 110, HUM 115, HUM 120, HUM 160, MAT 155, MAT 161, MAT 162, MAT 171, MAT 172, MAT 175, MAT 263, MUS 110, MUS 112, PED (any PED courses), PHI 210, PHI 230, PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL 130, PSY 211, PSY 241, PSY 243, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 211, SPA 212

ELEMENTARY GRADES, MIDDLE GRADES, AND SPECIAL EDUCATION (A1010P)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Literature				
Fine Arts/Foreign Language				
Humanities				
Natural Sciences	8	0	0	8
Mathematics/Quantitative	6	0	0	6
Social/Behavioral Science	12	0	0	12
Electives	20	0	0	20
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

Composition (Select 6 SHC):
   Required Course: ENG 111
   Composition (Select 3 SHC): ENG 112, ENG 113

Humanities/Fine Arts (Select 12 SHC):
   Required Course: COM 231
   Literature (Select at least 3 SHC): ENG 131, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262
   Fine Arts/Foreign Language (Select at least 3 SHC): ART 111, DRA 111, DRA 112, DRA 122, GER 111, GER 112, GER 211, GER 212, MUS 110, MUS 112, SPA 111, SPA 112, SPA 211, SPA 212
   Humanities (Select at least 3 SHC): HUM 110, HUM 120, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences (Select 8 SHC):
   Sciences (Select 4 SHC): CHM 131 and CHM 131A or CHM 151 or PHY 110 and PHY 110A, or PHY 151
   Biology (Select 4 SHC): BIO 110, BIO 111

<u>Mathematics</u> (Select 6 SHC):
Required Courses: CIS 110, MAT 161

<u>Social/Behavioral Science</u> (Select 12 SHC from three different prefix
    areas):
Required Courses: PSY 150 and SOC 210
History (Select at least 3 SHC): HIS 111, HIS 112, HIS 114, HIS 115,
    HIS 131, HIS 132
Social Sciences: ANT 210, ANT 221, ECO 251, ECO 252, GEO 111, POL
    120
Behavioral Sciences: PSY 241, PSY 281, SOC 213, SOC 220

<u>Electives (Select 20 SHC):</u>
    ACC 120, ACC 121, ANT 210, ANT 221, ART 111, AST 111 and AST
    111A, BIO 110, BIO 111, BIO 112, BIO 140, BIO 140A, BIO 163, BIO
    168, BIO 169, BIO 175, BUS 115, BUS 228, CHM 131 and CHM 131A,
    CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, CIS 115, COM
    120, COM 130, DRA 111, DRA 112, ECO 251, ECO 252, ENG 131,
    ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261,
    ENG 262, ENG 273, GEO 110, GEO 111, GER 111, GER 112, GER
    211, GER 212, HEA 110, HEA 112, HEA 120, HIS 111, HIS 112, HIS
    114, HIS 115, HIS 131, HIS 132, HIS 221, HUM 110, HUM 115, HUM
    120, HUM 160, MAT 155, MAT 162, MAT 171, MAT 172, MAT 175, MAT
    263, MUS 110, MUS 112, PED (any PED courses), PHI 210, PHI 230,
    PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL 120, POL
    130, PSY 211, PSY 241, PSY 243, PSY 281, REL 110, REL 211, REL
    212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 211, SPA
    212

PRE-EDUCATION/ELEMENTARY (A1030001)
(Only for students transferring to East Carolina University)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Literature				
Fine Arts/Foreign Language				
Humanities				
Natural Sciences	8	0	0	8
Mathematics/Quantitative	9	0	0	9
Social/Behavioral Science	12	0	0	12
History				
Social and Behavioral				
Other Required Courses	11	0	0	11
Electives	6	0	0	6
FOUNDATION COURSES:				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

Composition (Select 6 SHC):
Required Courses: ENG 111, ENG 113

Humanities/Fine Arts (Select 12 SHC):
Required Course: COM 231
Literature (Select at least 6 SHC): ENG 131, ENG 231, ENG 232
Fine Arts/Foreign Language (Select 0-3 SHC): ART 111, DRA 111, DRA 112, DRA 122, MUS 110, MUS 112, SPA 111, SPA 112, SPA 211, SPA 212
Humanities (Select 0-3 SHC): HUM 110, HUM 120, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences
Biological Science (Select 4 SHC): BIO 110, BIO 111, BIO 140 and BIO 140A
Physical Science (Select 4 SHC): AST 111 and AST 111A, PHY 110 and PHY 110A

<u>Mathematics/Quantitative</u> (Select 9 SHC):
  Required Courses: MAT 141, MAT 142, MAT 161

<u>Social/Behavioral Sciences</u> (Select 12 SHC from three different prefix
    areas):
  Required Courses: PSY 150
  History (Select 3 SHC): HIS 111 or HIS 112
          (Select 3 SHC): HIS 131, HIS 132, or POL 120
  Social/Behavioral Sciences (Select 3 SHC): ANT 210, ANT 221, GEO
    111, SOC 210

<u>Other Required Courses</u> (Select 11 SHC): CIS 110 or CIS 115, HEA 110,
  PED 110, PSY 243
<u>Electives</u> (Select 6 SHC from area of concentration):
  ACC 120, ACC 121, ANT 210, ANT 221, ART 111, AST 111 and AST
  111A, BIO 110 BIO 111, BIO 112, BIO 140 and BIO 140A, BIO 168,
  BIO 169, BUS 115, BUS 116, BUS 228, CHM 131 and CHM 131A, CHM
  132, COM 110, COM 120, DRA 111, DRA 112, DRA 122, ECO 251,
  ECO 252, ENG 131, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261,
  ENG 262, ENG 273, GEO 110, GEO 111, HEA 112, HEA 120, HIS 111,
  HIS 112, HIS 114, HIS 115, HIS 131, HIS 132, HIS 221, HUM 110,
  HUM 120, HUM 160, MAT 155, MAT 161 or MAT 171, MAT 162 or MAT
  172, MAT 175, MAT 263, MUS 110, MUS 112, PED (any PED courses),
  PHI 210, PHI 240, PHY 110 and PHY 110A, PHY 151, PHY 152, POL
  120, POL 130, PSY 211, PSY 237, PSY 241, PSY 281, REL 110, REL
  211, REL 212, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240, SPA
  111, SPA 112, SPA 211, SPA 212

PRE-EDUCATION/MIDDLE GRADES (A1030002)
(Only for students transferring to East Carolina University)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Literature				
Fine Arts/Foreign Language				
Humanities				
Natural Sciences	8	0	0	8
Mathematics/Quantitative	9	0	0	9
Social/Behavioral Science	12	0	0	12
History				
Social and Behavioral				
Other Required Courses	8	0	0	8
Electives	9	0	0	9
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

Composition (Select 6 SHC):
  Required Courses: ENG 111, ENG 113

Humanities/Fine Arts (Select 12 SHC):
  Required Courses: COM 231, ENG 131
  Literature/Humanities (Select 3 SHC): ENG 231, ENG 232, PHI 210
  Fine Arts/Foreign Language (Select 3 SHC): ART 111, MUS 110

Natural Sciences
  Biological Science (Select 4 SHC): BIO 110, BIO 111, BIO 140 and BIO 140A
  Physical Science (Select 4 SHC): AST 111 and AST 111A, PHY 110 and PHY 110A

Mathematics/Quantitative (Select 9 SHC):
  Required Courses: MAT 141, MAT 155, MAT 161

<u>Social/Behavioral Sciences</u> (Select 12 SHC from three different prefix
areas):
Required Courses: PSY 150, POL 120
History (Select 3 SHC): HIS 131, HIS 132
Social/Behavioral Sciences (Select 3 SHC): ANT 221, GEO 111, SOC
210

<u>Other *Required Courses* *(Select 8 SHC):*</u> CIS 110 or CIS 115, HEA 110,
PED 110
<u>*Electives*</u> *(Select 9 SHC):*
ACC 120, ACC 121, ANT 210, ANT 221, ART 111, AST 111 and AST
111A, BIO 110 BIO 111, BIO 112, BIO 140 and BIO 140A, BIO 168,
BIO 169, BUS 115, BUS 116, BUS 228, CHM 131 and CHM 131A, CHM
132, COM 110, COM 120, DRA 111, DRA 112, DRA 122, ECO 251,
ECO 252, ENG 233, ENG 241, ENG 242, ENG 243, ENG 261, ENG 262,
ENG 273, GEO 110, GEO 111, HEA 112, HEA 120, HIS 111, HIS 112,
HIS 114, HIS 115, HIS 131, HIS 132, HIS 221, HUM 110, HUM 120,
HUM 160, MAT 155, MAT 161 or MAT 171, MAT 162 or MAT 172, MAT
175, MAT 263, MUS 110, MUS 112, PED (any PED courses), PHI 240,
PHY 110 and PHY 110A, PHY 151, PHY 152, POL 130, PSY 211, PSY
237, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC
213, SOC 220, SOC 225, SOC 240, SPA 111, SPA 112, SPA 211, SPA
212

PRE-EDUCATION/SPECIAL EDUCATION (A1030003)
(Only for students transferring to East Carolina University)

Course and Hour Requirements

	Class	Lab	Clin/ WExp	Credit Hours
GENERAL EDUCATION COURSES				
Composition	6	0	0	6
Humanities/Fine Arts	12	0	0	12
Literature				
Fine Arts/Foreign Language				
Humanities				
Natural Sciences	8	0	0	8
Mathematics/Quantitative	6	0	0	6
Social/Behavioral Science	12	0	0	12
History				
Social and Behavioral				
Other Required Courses	5	0	0	5
Electives	15	0	0	15
FOUNDATION COURSES				
ACA 111 College Student Success	1	0	0	1
TOTAL CREDITS FOR AA DEGREE	**65**	**0**	**0**	**65**

Recommended Courses:

Composition (Select 6 SHC):
  Required Courses: ENG 111, ENG 113

Humanities/Fine Arts (Select 12 SHC):
  Required Courses: COM 231
  Literature (Select 6 SHC): ENG 131, ENG 231, ENG 232
  Fine Arts/Foreign Language (Select 3 SHC): ART 111, DRA 111, DRA 112, DRA 122, MUS 110, MUS 112, SPA 111, SPA 112, SPA 211, SPA 212
  Humanities (Select 3 SHC): HUM 110, HUM 120, HUM 160, PHI 210, PHI 240, REL 110, REL 211, REL 212

Natural Sciences (Select 8 SHC):
  Biological Science (Select 4 SHC): BIO 110, BIO 111, BIO 140 and BIO 140A
  Physical Science (Select 4 SHC): AST 111 and AST 111A, PHY 110 and PHY 110A

<u>Mathematics/Quantitative</u> (Select 6 SHC):
   Required Courses: CIS 110 or CIS 115, MAT 141

<u>Social/Behavioral Sciences</u> (Select 12 SHC from three different prefix
      areas):
   Required Course: PSY 150
   History (Select 3-6 SHC): HIS 111, HIS 112, HIS 114, HIS 115, HIS 131,
      HIS 132
   Social/Behavioral Sciences (Select 3-6 SHC): ANT 210, ANT 221, ECO
      251, ECO 252, GEO 111, POL 120, PSY 211, PSY 237, PSY 241, PSY
      256, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

<u>*Other Required Courses*</u> *(Select 5 SHC):* HEA 110, PED 110
<u>*Electives*</u> *(Select 15 SHC): (Psychology Concentration Recommended*)*
   ACC 120, ACC 121, ANT 210, ANT 221, ART 111, AST 111 and AST
   111A, BIO 110 BIO 111, BIO 112, BIO 140 and BIO 140A, BIO 168,
   BIO 169, BUS 115, BUS 116, BUS 228, CIS 110, CIS 115, CHM 131
   and CHM 131A, CHM 132, COM 110, COM 120, DRA 111, DRA 112,
   DRA 122, ECO 251, ECO 252, ENG 131, ENG 233, ENG 241, ENG 242,
   ENG 243, ENG 261, ENG 262, ENG 273, GEO 110, GEO 111, HEA
   112, HEA 120, HIS 111, HIS 112, HIS 114, HIS 115, HIS 131, HIS 132,
   HIS 221, HUM 110, HUM 120, HUM 160, MAT 155, MAT 161 or MAT
   171, MAT 162 or MAT 172, MAT 175, MAT 263, MUS 110, MUS 112,
   PED (any PED courses), PHI 210, PHI 240, PHY 110 and PHY 110A,
   PHY 151, PHY 152, POL 120, POL 130, *PSY 211, *PSY 241, *PSY 256,
   *PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220,
   SOC 225, SOC 240, SPA 111, SPA 112, SPA 211, SPA 212

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DEVELOPMENTAL COURSES

DEVELOPMENTAL COURSES

If students, as a result of placement test, are found to be deficient in English, mathematics, reading, and science skills, they will be required to take the appropriate courses from the following lists.

Course and Hour Requirements

		Class	Lab	Clin/ WExp	Credit Hours
ACADEMIC RELATED					
ACA 090	Study Skills	3	0	0	3
BIOLOGY					
BIO 094	Concepts of Human Biology	3	2	0	4
CHEMISTRY					
CHM 094	Basic Biological Chemistry	3	2	0	4
ENGLISH/READING					
ENG 060	Speaking English Well	2	0	0	2
ENG 075	Reading & Language Essentials	5	0	0	5
ENG 075A	Reading & Language Ess Lab	0	2	0	1
ENG 085	Reading and Writing Foundations	5	0	0	5
ENG 085A	Reading and Language Foundations Lab	0	2	0	1
ENG 095	Reading and Composition Strategies	5	0	0	5
ENG 095A	Reading and Composition Strategies Lab	0	2	0	1
MATHEMATICS					
MAT 050	Basic Math Skills	3	2	0	4
MAT 060	Essential Mathematics	3	2	0	4
MAT 070	Introductory Algebra	3	2	0	4
MAT 080	Intermediate Algebra	3	2	0	4
MAT 090	Accelerated Algebra	3	2	0	4

NOTE: Developmental courses do not meet elective or graduation requirements.

A minimum grade of "C" in all developmental courses is recommended to advance to the next level.

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

COURSE PREFIX IDENTIFICATION

COURSE PREFIX IDENTIFICATION

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COURSE DESCRIPTIONS

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Comprehensive Articulation Agreement

Many of the courses described in this section include references to the Comprehensive Articulation Agreement (CAA). The Comprehensive Articulation Agreement was developed by the North Carolina Community College System and the University of North Carolina System to address the transfer needs of students between systems. All courses in this section with a statement about the CAA have been deemed transferable by the two systems. However, even for courses included in the CAA, most colleges and universities will accept for transfer only those courses with a grade of "C" or better.

In addition to the sixteen public universities of the University of North Carolina System, many of the private colleges and universities honor the conditions of the Comprehensive Articulation Agreement.

Writing Intensive Courses

Some courses in the College Transfer program are designated as "Writing Intensive Courses." The following description of writing intensive courses was adapted from *Writing Across the Curriculum Program Handbook* published by East Carolina University:

Writing intensive courses emphasize academic writing, professional writing, writing-to-learn, a combination of writing approaches or collaborative assignments from faculty in different disciplines. A writing intensive course treats writing both as a tool for learning and a skill to be learned. Although a number of models exist for teachers to choose from, a writing intensive class will include a variety of writing assignments from the following list to total approximately 30-50 pages of student writing:

- one long edited paper (12-15 pages) presented in drafts and two preparation papers
- four or five shorter (4-5 pages) edited papers
- journal assignments (30-50 pages) of unedited reflective writing
- a series of informal writing-to-learn assignments

It is highly recommended that students successfully complete ENG 111 prior to enrollment in any Writing Intensive courses.

ACADEMIC RELATED

		Class	Lab	Clin/WExp	Credit Hours
ACA 090	STUDY SKILLS	3	0	0	3

Prerequisite: None
Corequisite: None

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

		Class	Lab	Clin/WExp	Credit Hours
ACA 111	COLLEGE STUDENT SUCCESS	1	0	0	1

Prerequisite: None
Corequisite: 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.

		Class	Lab	Clin/WExp	Credit Hours
ACA 115	SUCCESS & STUDY SKILLS	0	2	0	1

Prerequisite: None
Corequisite: None

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

		Class	Lab	Clin/WExp	Credit Hours
ACA 120	CAREER ASSESSMENT	1	0	0	1

Prerequisite: None
Corequisite: None

This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, students should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

		Class	Lab	Clin/WExp	Credit Hours
ACA 220	PROFESSIONAL TRANSITION	1	0	0	1

Prerequisite: None
Corequisite: None

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

ACCOUNTING

		Class	Lab	Clin/WExp	Credit Hours
ACC 111	FINANCIAL ACCOUNTING	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

		Class	Lab	Clin/WExp	Credit Hours
ACC 120	PRINCIPLES OF ACCOUNTING I	3	2	0	4

Prerequisite: None
Corequisite: None

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
ACC 121	PRINCIPLES OF ACCOUNTING II	3	2	0	4

Prerequisite: ACC 120
Corequisite: None

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
ACC 129	INDIVIDUAL INCOME TAXES	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students

should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 150	COMPUTERIZED GENERAL LEDGER	1	2	0	2

Prerequisite: ACC 120
Corequisite: None

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220	INTERMEDIATE ACCOUNTING I	3	2	0	4

Prerequisite: ACC 121
Corequisite: ACC 269

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 statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221	INTERMEDIATE ACCOUNTING II	3	2	0	4

Prerequisite: ACC 220
Corequisite: ACC 279

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225	COST ACCOUNTING	3	0	0	3

Prerequisite: ACC 121
Corequisite: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 240	GOVERNMENT AND NOT-FOR-PROFIT ACCOUNTING	3	0	0	3

Prerequisite: ACC 121
Corequisite: None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 269	AUDITING	3	0	0	3

Prerequisite: ACC 220
Corequisite: None

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

ACC 279	ADVANCED AUDITING	3	0	0	3

Prerequisite: ACC 269
Corequisite: ACC 221

This course provides advanced experience in the process of conducting audits and investigations. Emphasis is placed on statistical sampling, analysis, audit program development, professional responsibilities, and the reporting function. Upon completion, students should be able to demonstrate proficiency through completion of audit simulations and/or integrated audit cases.

AIR CONDITIONING, HEATING, AND REFRIGERATION

AHR 110	INTRODUCTION TO REFRIGERATION	2	6	0	5

Prerequisite: None
Corequisite: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111	HVACR ELECTRICITY	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

		Class	Lab	Clin/ WExp	Credit Hours
AHR 112	HEATING TECHNOLOGY	2	4	0	4

Prerequisite: None
Corequisite: None

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.

AHR 113	COMFORT COOLING	2	4	0	4

Prerequisite: None
Corequisite: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114	HEAT PUMP TECHNOLOGY	2	4	0	4

Prerequisite: AHR 110 or AHR 113
Corequisite: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115	REFRIGERATION SYSTEMS	1	3	0	2

Prerequisite: AHR 110
Corequisite: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 120	HVACR MAINTENANCE	1	3	0	2

Prerequisites: None
Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion,

students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs

| AHR 130 | HVAC CONTROLS | 2 | 2 | 0 | 3 |

Prerequisite: AHR 111
Corequisite: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

| AHR 133 | HVAC SERVICING | 2 | 6 | 0 | 4 |

Prerequisite: None
Corequisite: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

| AHR 140 | ALL-WEATHER SYSTEMS | 1 | 3 | 0 | 2 |

Prerequisite: AHR 112 or AHR 113
Corequisite: None

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

| AHR 151 | HVAC DUCT SYSTEMS I | 1 | 3 | 0 | 2 |

Prerequisite: None
Corequisite: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

| AHR 160 | REFRIGERANT CERTIFICATION | 1 | 0 | 0 | 1 |

Prerequisite: None
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours

AHR 180   HVACR CUSTOMER RELATIONS 1 0 0 1
Prerequisite: None
Corequisite: 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.

AHR 210   RESIDENTIAL BUILDING CODE 1 2 0 2
Prerequisite: None
Corequisite: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211   RESIDENTIAL SYSTEM DESIGN 2 2 0 3
Prerequisite: None
Corequisite: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212   ADVANCED COMFORT SYSTEMS 2 6 0 4
Prerequisite: AHR 114
Corequisite: None

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 215   COMMERCIAL HVAC CONTROLS 1 3 0 2
Prerequisite: AHR 111 or ELC 111
Corequisite: None

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems,

DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

		Class	Lab	Clin/WExp	Credit Hours
AHR 220	COMMERCIAL BUILDING CODES	1	2	0	2

Prerequisite: None
Corequisite: None

This course covers the appropriate sections of the *North Carolina State Building Code* that govern the installation of commercial comfort, refrigeration, and mechanical systems. Emphasis is placed on using and understanding applications sections of the *North Carolina State Building Code.* Upon completion, students should be able to use the *North Carolina State Building Code* to locate information regarding the installation of commercial systems.

		Class	Lab	Clin/WExp	Credit Hours
AHR 240	HYDRONIC HEATING	1	3	0	2

Prerequisite: AHR 112
Corequisite: None

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.

ANTHROPOLOGY

		Class	Lab	Clin/WExp	Credit Hours
ANT 210	GENERAL ANTHROPOLOGY	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class	Lab	Clin/WExp	Credit Hours
ANT 221	COMPARATIVE CULTURES	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such

as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ARCHITECTURE

ARC 111	INTRODUCTION TO ARCHITECTURAL TECHNOLOGY	1	6	0	3

Prerequisite: None
Corequisite: None

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

ARC 112	CONSTRUCTION MATERIALS AND METHODS	3	2	0	4

Prerequisite: None
Corequisite: None

This course introduces construction materials and their methodologies. Topics include construction terminology, 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 ARCHITECTURAL TECHNOLOGY	1	6	0	3

Prerequisite: ARC 111
Corequisite: ARC 112

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

ARC 114	ARCHITECTURAL CAD	1	3	0	2

Prerequisite: ARC 111
Corequisite: None

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

	Class	Lab	Clin/ WExp	Credit Hours

ARC 131   BUILDING CODES   2   2   0   3
Prerequisite: ARC 112
Corequisite: None

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.

ARC 132   SPECIFICATIONS AND CONTRACTS   2   0   0   2
Prerequisite: ARC 112
Corequisite: None

This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities.

ARC 160   RESIDENTIAL DESIGN   1   6   0   3
Prerequisite: ARC 111
Corequisite: None

This course introduces the methodology of basic residential design. Topics include residential site design, space organization and layout, residential styles, and the development of schematic design. Upon completion, students should be able to design a residence.

ARC 211   LIGHT CONSTRUCTION
             TECHNOLOGY   1   6   0   3
Prerequisite: ARC 111
Corequisite: ARC 112

This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.

ARC 213   DESIGN PROJECT   2   6   0   4
Prerequisites: ARC 114 and ARC 211
Corequisite: None

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

		Class	Lab	Clin/ WExp	Credit Hours
ARC 214	ARCHITECTURAL STATICS	3	0	0	3

Prerequisite: ARC 111 or ARC 112 or MAT 120
Corequisite: None

This course covers the concepts of elementary statics as applied to architecture. Topics include forces, resultants, and types of force system; equations of equilibrium; reactions of simple architectural structures; internatl forces in architectural roof trusses; frames and beams; centroids and moments of inertia as applied to architecture. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium as applied to architectural forms.

		Class	Lab	Clin/ WExp	Credit Hours
ARC 215	ARCHITECT STRENGTH OF MATERIALS	3	0	0	3

Prerequisite: ARC 111 or ARC 112 or MAT 120
Corequisite: None

This course covers the concepts of elementary strength of materials within architecture. Topics include structural form, architectural strength of materials, structural behavior, and the relationship between structures and architectural form. Upon completion, students should be able to size simple structural elements to specific architectural forms.

		Class	Lab	Clin/ WExp	Credit Hours
ARC 220	ADVANCED ARCHITECTURAL CAD	1	3	0	2

Prerequisite: ARC 114
Corequisite: None

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.

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

Prerequisites: ARC 111 and MAT 121
Corequisite: None

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

		Class	Lab	Clin/ WExp	Credit Hours
ARC 240	SITE PLANNING	2	2	0	3

Prerequisite: ARC 111
Corequisite: None

This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

ARC 250	SURVEY OF ARCHITECTURE	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

ARC 264	DIGITAL ARCHITECTURE	1	3	0	2

Prerequisites: ARC 114
Corequisites: None

This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.

ART

ART 111	ART APPRECIATION	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 131	DRAWING I	0	6	0	3

Prerequisite: None
Corequisite: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

240

		Class	Lab	Clin/ WExp	Credit Hours

ART 132   DRAWING II   0   6   0   3
Prerequisite: ART 131
Corequisite: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ASTRONOMY

AST 111   DESCRIPTIVE ASTRONOMY   3   0   0   3
Prerequisite: ENG 095
Corequisite: AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

AST 111A   DESCRIPTIVE ASTRONOMY LAB   0   2   0   1
Prerequisite: ENG 095
Corequisite: AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

AUTOMATION TRAINING

ATR 213   PROGRAMMABLE CONTROLLERS   3   3   0   4
Prerequisite: ELC 131
Corequisite: None

This course provides a detailed study of the PLC, related hardware and programming format, and applications in the automated work cell. Topics include input/output modules, power supplies, operator interface, ladder logic, and Boolean language programming. Upon completion, students should be able to install, program, and maintain PLC-controlled systems.

		Class	Lab	Clin/ WExp	Credit Hours

ATR 281   AUTOMATION ROBOTICS   3   2   0   4
Prerequisite: ELC 111 or HYD 110
Corequisite: None

This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.

AUTOMOTIVE

AUT 115   ENGINE FUNDAMENTALS   2   3   0   3
Prerequisite: None
Corequisite: None

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/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116   ENGINE REPAIR   1   3   0   2
Prerequisite: None
Corequisite: None

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

AUT 141   SUSPENSION AND STEERING
          SYSTEMS   2   4   0   4
Prerequisite: None
Corequisite: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

AUT 151   BRAKE SYSTEMS   2   2   0   3
Prerequisite: None
Corequisite: None

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.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 161	ELECTRICAL SYSTEMS	2	6	0	4

Prerequisite: None
Corequisite: None

This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 162	CHASSIS ELECTRICAL AND ELECTRONICS	2	2	0	3

Prerequisite: None
Corequisite: None

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 163	CHASSIS ELECTRICAL AND ELECTRONICS LAB	0	2	0	1

Prerequisite: None
Corequisite: AUT 162

This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162.

		Class	Lab	Clin/ WExp	Credit Hours
AUT 164	AUTOMOTIVE ELECTRONICS	2	2	0	3

Prerequisite: None
Corequisite: None

This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

	Class	Lab	Clin/ WExp	Credit Hours

AUT 171   HEATING AND AIR CONDITIONING   2   3   0   3
Prerequisite: None
Corequisite: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/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 describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181   ENGINE PERFORMANCE-ELECTRICAL 2   3   0   3
Prerequisite: None
Corequisite: None

This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

AUT 182   ENGINE PERFORMANCE-
               ELECTRICAL LAB   0   3   0   1
Prerequisite: None
Corequisite: AUT 181

This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronic test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181.

AUT 183   ENGINE PERFORMANCE-FUELS   2   3   0   3
Prerequisite: None
Corequisite: None

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

AUT 184   ENGINE PERFORMANCE-FUELS LAB 0   3   0   1
Prerequisite: None
Corequisite: AUT 183

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.

AUT 185 EMISSION CONTROLS	1	2	0	2

Prerequisite: None
Corequisite: None

This course covers the design and function of emission control devices. Topics include chemistry of combustion as well as design characteristics and emission control devices which limit tailpipe, crankcase, and evaporative emissions. Upon completion, students should be able to troubleshoot, test, and service emission control systems.

AUT 221 AUTOMATIC TRANSMISSIONS	2	6	0	4

Prerequisite: None
Corequisite: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

AUT 231 MANUAL DRIVE TRAINS/AXLES	2	3	0	3

Prerequisite: None
Corequisite: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

AUT 232 MANUAL DRIVE TRAINS/AXLES LAB	0	3	0	1

Prerequisite: None
Corequisite: AUT 231

This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231.

	Class	Lab	Clin/WExp	Credit Hours

AUT 241   ADVANCED CHASSIS/SUSPENSION   2   6   0   4
Prerequisite: AUT 141
Corequisite: None

This course provides advanced training in automotive chassis and suspension using computerized two- and four-wheel alignment equipment. Emphasis is placed on suspension and chassis system design, construction, and repair for modern front- and rear-drive vehicles. Upon completion, students should be able to perform necessary adjustments and repairs on vehicles using computerized alignment equipment.

AUT 281   ADVANCED ENGINE PERFORMANCE 2   2   0   3
Prerequisite: None
Corequisite: None

This course utilizes service information and specialized test equipment to diagnose/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 advanced engine performance diagnosis and repair.

BIOLOGY
Enrollment in any biology course more than two times requires the written permission of the Science Deparment chair.

BIO 094   CONCEPTS OF HUMAN BIOLOGY   3   2   0   4
Prerequisite: ENG 085 or appropriate placement test score
Corequisite: RED 090 or ENG 095 or appropriate placement test score

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

There is an $7.50 lab fee for this course.

BIO 110   PRINCIPLES OF BIOLOGY   3   3   0   4
Prerequisite: ENG 095 or appropriate placement test score
Corequisite: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

	Class	Lab	Clin/ WExp	Credit Hours

There is a $11.25 lab fee for this course.

BIO 111   GENERAL BIOLOGY I   3   3   0   4
Prerequisite: ENG 095 or appropriate placement test score
Corequisite: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics and has been approved for the Biology pre-major agreement. Students may not receive science credit for this course and BIO 110.*

There is a $11.25 lab fee for this course.

BIO 112   GENERAL BIOLOGY II   3   3   0   4
Prerequisite: BIO 111
Corequisite: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics and has been approved for the Biology pre-major agreement. Students may not receive science credit for this course and BIO 110.*

There is a $11.25 lab fee for this course.

BIO 130   INTRODUCTORY ZOOLOGY   3   3   0   4
Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

There is a $11.25 lab fee for this course.

BIO 140   ENVIRONMENTAL BIOLOGY   3   0   0   3
Prerequisite: ENG 095 or appropriate placement test score
Corequisite: None

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. At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

BIO 140A   ENVIRONMENTAL BIOLOGY LAB   0   3   0   1
Prerequisite: ENG 095 or appropriate placement test score
Corequisite: BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

There is a $11.25 lab fee for this course.

BIO 161   INTRODUCTION TO HUMAN BIOLOGY 3   0   0   3
Prerequisite: ENG 085 or appropriate placement test score
Corequisite: None

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

BIO 163   BASIC ANATOMY AND PHYSIOLOGY   4   2   0   5
Prerequisites: BIO 094 and ENG 095 or appropriate placement test scores
Corequisite: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

There is an $7.50 lab fee for this course.

248

	Class	Lab	Clin/ WExp	Credit Hours

BIO 168   ANATOMY AND PHYSIOLOGY I   3   3   0   4
Prerequisites: BIO 094 and ENG 095 or appropriate placement test scores
Corequisite: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous, special senses, and endocrine systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

There is a $11.25 lab fee for this course.

BIO 169   ANATOMY AND PHYSIOLOGY II   3   3   0   4
Prerequisite: BIO 168
Corequisite: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

There is a $11.25 lab fee for this course.

BIO 175   GENERAL MICROBIOLOGY   2   2   0   3
Prerequisite: BIO 110, BIO 163, or BIO 169
Corequisite: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

There is an $7.50 lab fee for this course.

BIO 192   SELECTED TOPICS IN BIOLOGY   2   0   0   2
Prerequisite: BIO 169 and CHM 094 or 1 year of high school or college chemistry
               with a grade of "C" or better within the past 5 years.
Corequisite: Enrollment in the nursing program

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to

the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

BLUEPRINT READING

BPR 111	BLUEPRINT READING	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 121	BLUEPRINT READING: MECHANICAL	1	2	0	2

Prerequisite: BPR 111
Corequisite: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 130	BLUEPRINT READING/ CONSTRUCTION	1	2	0	2

Prerequisite: None
Corequisite: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BPR 135	SCHEMATICS AND DIAGRAMS	2	0	0	2

Prerequisite: None
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours

BUSINESS

BUS 110   INTRODUCTION TO BUSINESS   3   0   0   3
Prerequisite: None
Corequisite: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 115   BUSINESS LAW I   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 116   BUSINESS LAW II   3   0   0   3
Prerequisite: BUS 115
Corequisite: None

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121   BUSINESS MATH   2   2   0   3
Prerequisite: MAT 060 or appropriate placement test score
Corequisite: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 135   PRINCIPLES OF SUPERVISION   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates.

Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137	PRINCIPLES OF MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: 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.

BUS 151	PEOPLE SKILLS	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS 153	HUMAN RESOURCE MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 217	EMPLOYMENT LAW AND REGULATIONS	3	0	0	3

Prerequisite: None
Corequisite: 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.

BUS 225	BUSINESS FINANCE	2	2	0	3

Prerequisite: ACC 120
Corequisite: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 228	BUSINESS STATISTICS	2	2	0	3

Prerequisite: MAT 115, MAT 140, or MAT 161
Corequisite: None

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 230	SMALL BUSINESS MANAGEMENT	3	0	0	3

Prerequisite: BUS 110, ECO 251, MKT 120
Corequisite: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 234	TRAINING AND DEVELOPMENT	3	0	0	3

Prerequisite: None
Corequisite: 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.

BUS 235	PERFORMANCE MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours

BUS 236   ADVANCED TRAINING AND
             DEVELOPMENT   3   0   0   3
Prerequisite: BUS 234
Corequisite: None

This course covers the skills necessary for presenting active training programs applying the principles learned in BUS 234. Emphasis is placed on the equipment and materials employed by various media techniques. Upon completion, students should be able to make a variety of presentations based on audience, purpose of presentation, and presentation objectives.

BUS 238   INTEGRATED MANAGEMENT   3   0   0   3
Prerequisite: BUS 137
Corequisite: None

This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business.

BUS 252   LABOR RELATIONS   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.

BUS 253   LEADERSHIP AND MANAGEMENT
             SKILLS   3   0   0   3
Prerequisite: None
Corequisite: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 254   ADVANCED PEOPLE SKILLS   3   0   0   3
Prerequisite: BUS 151
Corequisite: None

This course provides an advanced study of the concepts included in BUS 151. Topics include causes for communication breakdown, behavior styles, and advanced techniques for assertiveness and conflict resolution in the business environment. Upon completion, students should be able to recognize and handle conflict situations and the difficult people who create them.

BUS 256	RECRUITMENT, SELECTION, AND PERSONNEL PLANNING	3	0	0	3

Prerequisite: None
Corequisite: 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.

BUS 258	COMPENSATION AND BENEFITS	3	0	0	3

Prerequisite: None
Corequisite: 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
Corequisite: None

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

CARPENTRY

CAR 111	CARPENTRY I	4	15	0	9

Prerequisite: None
Corequisite: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon

completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112	CARPENTRY II	4	15	0	9

Prerequisite: CAR 111
Corequisite: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113	CARPENTRY III	3	9	0	6

Prerequisite: CAR 111
Corequisite: None

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.

CAR 114	RESIDENTIAL BUILDING CODES	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CAR 115	RESIDENTIAL PLANNING/ESTIMATING	3	0	0	3

Prerequisite: BPR 130
Corequisite: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

COMPUTED TOMOGRAPHY

		Class	Lab	Clin/ WExp	Credit Hours
CAT 210	CT PHYSICS AND EQUIPMENT	3	0	0	3

Prerequisite: Enrollment in the CT/MRI program
Corequisite: None

This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

		Class	Lab	Clin/ WExp	Credit Hours
CAT 211	CT PROCEDURES	4	0	0	4

Prerequisite: Enrollment in the CT/MRI program
Corequisite: CAT 210

This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

		Class	Lab	Clin/ WExp	Credit Hours
CAT 231	CT CLINICAL PRACTICUM	0	0	33	11

Prerequisite: Enrollment in CT/MRI program
Corequisite: None

This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibiiities within the computed tomography clinical environment.

COMPUTER ENGINEERING TECHNOLOGY

		Class	Lab	Clin/ WExp	Credit Hours
CET 111	COMPUTER UPGRADE/REPAIR I	2	3	0	3

Prerequisite: None
Corequisite: None

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, 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.

	Class	Lab	Clin/ WExp	Credit Hours
CET 211 COMPUTER UPGRADE/REPAIR II	2	3	0	3

Prerequisite: CET 111
Corequisite: None

This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CHEMISTRY

Enrollment in any chemistry course more than two times requires the written permission of the Science Department chair.

	Class	Lab	Clin/ WExp	Credit Hours
CHM 094 BASIC BIOLOGICAL CHEMISTRY	3	2	0	4

Prerequisite: MAT 060 or appropriate placement test scores
Corequisites: MAT 070 and ENG 085 or appropriate placement test score

This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.

There is an $7.50 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours
CHM 131 INTRODUCTION TO CHEMISTRY	3	0	0	3

Prerequisite: MAT 070 or appropriate placement test scores
Corequisite: 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. At PCC, emphasis is placed on applications to health and environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

	Class	Lab	Clin/ WExp	Credit Hours
CHM 131A INTRODUCTION TO CHEMISTRY LAB	0	3	0	1

Prerequisite: MAT 070 or appropriate placement test scores
Corequisite: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been*

approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.

There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
CHM 132	ORGANIC AND BIOCHEMISTRY	3	3	0	4

Prerequisite: CHM 131 and CHM 131A
Corequisite: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic 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. At PCC, emphasis is placed on applications to health and environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
CHM 151	GENERAL CHEMISTRY I	3	3	0	4

Prerequisite: MAT 070 or appropriate placement test score
Corequisite: MAT 080 or appropriate placement test score

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics and has been approved for the chemistry pre-major agreement..*

There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
CHM 152	GENERAL CHEMISTRY II	3	3	0	4

Prerequisite: CHM 151
Corequisite: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics and has been approved for the chemistry pre-major agreement.*

	Class	Lab	Clin/ WExp	Credit Hours

There is a $11.25 lab fee for this course.

CHM 251   ORGANIC CHEMISTRY I   3   3   0   4.
Prerequisites: CHM 152
Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

There is a $11.25 lab fee for this course.

CHM 252   ORGANIC CHEMISTRY II   3   3   0   4
Prerequisites: CHM 251
Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

There is a $11.25 lab fee for this course.

INFORMATION SYSTEMS

CIS 110   INTRODUCTION TO COMPUTERS   2   2   0   3
Prerequisite: None
Corequisite: None

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* At PCC, classes may be taught nontraditionally through

260

telecourse distance learning or the Internet; word processing, spreadsheets, database and the Internet will be taught.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
CIS 111	BASIC PC LITERACY	1	2	0	2

Prerequisite: None
Corequisite: None

This course provides a brief 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 workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
CIS 113	COMPUTER BASICS	0	2	0	1

Prerequisite: None
Corequisite: None

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
CIS 115	INTRODUCTION TO PROGRAMMING AND LOGIC	2	2	0	3

Prerequisite: MAT 080 or MAT 090 or appropriate placement test score
Corequisite: None

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* At PCC, this course is available through traditional classroom/lab instruction or on the Internet.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/WExp	Credit Hours
CIS 120	SPREADSHEET I	2	2	0	3

Prerequisite: CIS 110 or CIS 111
Corequisite: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

There is a $7.50 lab fee for this course.

CIS 130	SURVEY OF OPERATING SYSTEMS	2	3	0	3

Prerequisite: CIS 110
Corequisite: None

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance. At PCC, this course is available through traditional classroom/lab instruction or on the Internet.

There is a 11.25 lab fee for this course.

CIS 147	OPERATING SYSTEM - WINDOWS™	2	2	0	3

Prerequisite: CIS 130
Corequisite: None

This course introduces operating systems concepts for a Windows™ operating system for those who have not received credit for CIS 112. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a Windows™ environment. programs.

There is a $7.50 lab fee for this course.

CIS 148	OPERATING SYSTEM-WINDOWS™ NT	2	2	0	3

Prerequisite: CIS 130
Corequisite: None

This course introduces operating systems concepts for the Windows™ NT operating system. Topics include hardware management, file and memory management, system configuration/optimization, networking options, and utilities. Upon completion, students should be able to perform operating system functions at the single/multi-user support level in a Windows™ NT environment.

There is a $7.50 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours

CIS 152   DATABASE CONCEPTS AND APPLICATIONS 2 2 0 3

Prerequisite: CIS 110, CIS 111, or CIS 115
Corequisite: None

This course introduces database design and creation using a DBMS product for those who have not received credit for CIS 154. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

There is a $7.50 lab fee for this course.

CIS 153   DATABASE APPLICATIONS 2 2 0 3

Prerequisite: CIS 152
Corequisite: None

This course covers advanced database functions continued from CIS 152. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

There is a $7.50 lab fee for this course.

CIS 162   MULTIMEDIA PRESENTATION SOFTWARE 2 2 0 3

Prerequisites: CIS 110 or CIS 111 and CSC 139
Corequisite: None

This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner. At PCC, the current authoring package is Toolbook.

There is a $7.50 lab fee for this course.

CIS 165   DESKTOP PUBLISHING I 2 2 0 3

Prerequisite: CIS 110 or CIS 111
Corequisite: None

This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare

publications given design specifications. At PCC, Adobe Pagemaker is the Desktop Publishing Software currently used.

There is a $7.50 lab fee for this course.

| CIS 170 | TECHNICAL SUPPORT FUNCTIONS I | 2 | 2 | 0 | 3 |

Prerequisite: CIS 115, CIS 130 and CIS 215
Corequisite: None

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. At PCC, lab will introduce students to helpdesk support principles using telecommunications and networking tools.

There is a $7.50 lab fee for this course.

| CIS 172 | INTRODUCTION TO THE INTERNET | 2 | 3 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservs, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools. At PCC, this course is available through traditional classroom/lab instruction or on the Internet.

There is a $11.25 fee for this course.

| CIS 173 | NETWORK THEORY | 2 | 2 | 0 | 3 |

Prerequisite: NET 110
Corequisite: None

This course examines Token Ring, Ethernet, and Arcnet networks. Topics include LAN topologies and design; cable characteristics; cable, interface cards, server, and client installation; basic management techniques; linking networks; and troubleshooting LAN problems. Upon completion, students should be able to install both hardware and software for a small client/server LAN and troubleshoot common network problems. At PCC, students will perform basic LAN administration as part of the troubleshooting component.

There is a $7.50 lab fee for this course.

| CIS 174 | NETWORK SYSTEM MANAGER I | 2 | 2 | 0 | 3 |

Prerequisite: NET 110
Corequisite: None

264

This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system.

There is a $7.50 lab fee for this course.

| CIS 175 | NETWORK MANAGEMENT I | 2 | 2 | 0 | 3 |

Prerequisite: NET 110
Corequisite: None

This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy

There is a $7.50 lab fee for this course.

| CIS 211 | AS/400 MAINT & OPERATIONS | 2 | 3 | 0 | 3 |

Prerequisites: None
Corequisites: None

This course is designed to cover the fundamental AS/400 System operations, screens, utilities, and terminology. Topics include an introduction to the AS/400 operating system, security, backup and restore, handling spooled files, and using commands and menus to create and manipulate objects. Upon completion, students should be able to use utilities, create libraries, save and restore files, monitor and control jobs and queues, and know AS/400 operations.

There is a $11.25 lab fee for this course.

| CIS 215 | HARDWARE INSTALLATION/ MAINTENANCE | 2 | 3 | 0 | 3 |

Prerequisites: CIS 110 or CIS 111 and CIS 130
Corequisite: None

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

There is a $11.25 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours

CIS 216   SOFTWARE INSTALLATION/
               MAINTENANCE   1   2   0   2
Prerequisite: CIS 130
Corequisite: None

This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.

There is a $7.50 lab fee for this course.

CIS 226   TRENDS IN TECHNOLOGY   1   2   0   2
Prerequisite: CIS 130
Corequisite: None

This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

There is a $7.50 lab fee for this course.

CIS 244   OPERATING SYSTEM - AS/400   2   3   0   3
Prerequisite: CIS 130
Corequisite: None

This course includes operating systems concepts for AS/400 systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, Job Control Language, and support functions. Upon completion, students should be able to perform operating system functions in an AS/400 environment.

There is a $11.25 lab fee for this course.

CIS 246   OPERATING SYSTEM - UNIX   2   3   0   3
Prerequisite: CIS 130
Corequisite: None

This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities.

There is a $11.25 lab fee for this course.

266

		Class	Lab	Clin/ WExp	Credit Hours

CIS 274   NETWORK SYSTEM MANAGER II   2   2   0   3
Prerequisite: CIS 174
Corequisite: None

This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

There is a $7.50 lab fee for this course.

CIS 275   NETWORK MANAGEMENT II   2   2   0   3
Prerequisites: CIS 173 and CIS 175
Corequisite: None

This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

There is a $7.50 lab fee for this course.

CIS 279   UNIX SYSTEM ADMINISTRATION   3   3   0   4
Prerequisite: CIS 246
Corequisite: None

This course provides an advanced study of the UNIX operating system for maintaining UNIX systems. Topics include administering user accounts, using back-up utilities, installing and maintaining UNIX file systems, configuring devices, controlling processes, using advanced scripts, and other related topics. Upon completion, students should be able to set up, configure, maintain, and administer a UNIX system.

There is a $11.25 lab fee for this course.

CIS 282   NETWORK TECHNOLOGY   3   0   0   3
Prerequisite: CIS 173
Corequisite: None

This course examines concepts of network architecture. Topics include various network types, topologies, transmission methods, media and access control, the OSI model, and the protocols which operate at each level of the model. Upon

completion, students should be able to design a network based on the requirements of a company. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

		Class	Lab	Clin/ WExp	Credit Hours
CIS 286	SYSTEMS ANALYSIS AND DESIGN	3	0	0	3

Prerequisite: CIS 115 and CIS 152
Corequisite: None

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE 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	Clin/ WExp	Credit Hours
CIS 287	NETWORK SUPPORT	2	2	0	3

Prerequisite: CIS 274 or CIS 275
Corequisite: None

This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
CIS 288	SYSTEMS PROJECT	1	4	0	3

Prerequisite: CIS 286
Corequisite: None

This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

There is a $15.00 lab fee for this course.

CARDIOVASCULAR/VASCULAR INTERVENTIONAL TECHNOLOGY

		Class	Lab	Clin/ WExp	Credit Hours
CIT 211	PATIENT CARE	3	0	0	3

Prerequisite: Enrollment in the Cardiovascular/
Vascular Interventional Technology program
Corequisite: None

268

This course introduces specialized patient care and management, physiological monitoring, and general procedural considerations used within the vascular and cardiovascular environment. Emphasis is placed on patient communication, pressure measurements, ECG, specialized cardiac monitoring, intravenous therapy, sterile technique, infection control, and isolation procedures. Upon completion, students should be able to understand patient care and management and the use and function of physiological monitoring and measurement devices.

		Class	Lab	Clin/WExp	Credit Hours
CIT 212	ANGIOGRAPHIC EQUIPMENT AND SUPPLIES	3	0	0	3

Prerequisite: Enrollment in the Cardiovascular/ Vascular Interventional Technology program
Corequisite: None

This course covers the specialized equipment and instrumentation, digital subtraction, and magnification image enhancement techniques used in the cardiovascular/vascular environment. Emphasis is placed on Cine cameras, automatic film changers, intensifying screens, principles of digital imaging, automatic pressure injectors, subtraction, magnification, catheters, guide wires, and needles. Upon completion, students should be able to understand principles and use of angiographic equipment and specialized imaging techniques used in the cardiovascular/vascular environment.

		Class	Lab	Clin/WExp	Credit Hours
CIT 213	RADIOGRAPHIC PHARMACOLOGY	3	0	0	3

Prerequisite: Enrollment in the Cardiovascular/ Vascular Interventional Technology program
Corequisite: None

This course is designed to cover medications, contrast media, and emergency complications in the cardiovascular/vascular interventional environment. Emphasis is placed on indications, administration, and adverse reactions to medications and contrast media. Upon completion, students should be able to identify and understand medications and contrast agents in cardiovascular/interventional environments and their desired results.

		Class	Lab	Clin/WExp	Credit Hours
CIT 214	VASCULAR IMAGING I	3	0	0	3

Prerequisite: Enrollment in the Cardiovascular/ Vascular Interventional Technology program
Corequisite: None

This course covers angiographic approaches, interventional procedures, anatomy, and imaging techniques for the peripheral, splanchnic, and renal systems. Emphasis is placed on the structure and hemodynamics of the vascular systems, filming procedures, patient positioning and tube angulations, basic pathology, and interventional devices. Upon completion, students should be able to demonstrate knowledge of each of the vascular systems and methods used to visualize this anatomy radiographically.

		Class	Lab	Clin/ WExp	Credit Hours
CIT 224	VASCULAR IMAGING II	3	0	0	3

Prerequisite: Enrollment in the Cardiovascular/
Vascular Interventional Technology program
Corequisite: None

This course covers angiographic approaches, interventional procedures, anatomy, and imaging techniques for the pulmonary, cardiovascular, and cerebral systems. Emphasis is placed on the structure and hemodynamics of the vascular systems, filming procedures, patient positioning and tube angulations, basic pathology, and interventional devices. Upon completion, students should be able to demonstrate knowledge of each of the vascular systems and methods used to visualize this anatomy radiographically.

		Class	Lab	Clin/ WExp	Credit Hours
CIT 230	CIT CLINICAL PRACTICUM I	0	0	21	7

Prerequisite: Enrollment in the Cardiovascular/
Vascular Interventional Technology program
Corequisite: None

This course provides the opportunity to apply knowledge gained from didactic instruction to the cardiovascular/vascular interventional clinical environment. Emphasis is placed on patient care and positioning, imaging procedures, and image production in angiography within the cardiovascular/vascular interventional environment. Upon completion, students should be able to assume a variety of duties and responsibilities in the cardiovascular/vascular interventional environment.

		Class	Lab	Clin/ WExp	Credit Hours
CIT 240	CIT CLINICAL PRACTICUM II	0	0	21	7

Prerequisite: Enrollment in the Cardiovascular/
Vascular Interventional Technology program
Corequisite: None

This course provides the opportunity to apply knowledge gained from didactic instruction to the cardiovascular/vascular interventional clinical environment. Emphasis is placed on patient care and positioning, imaging procedures, and image production in angiography within the cardiovascular/vascular interventional environment. Upon completion, students should be able to assume a variety of duties and responsibilities in the cardiovascular/vascular interventional environment.

		Class	Lab	Clin/ WExp	Credit Hours
CIT 250	CIT CLINICAL PRACTICUM III	0	0	24	8

Prerequisite: Enrollment in the Cardiovascular/
Vascular Interventional Technology program
Corequisite: None

This course provides the opportunity to apply knowledge gained from didactic instruction to the cardiovascular/vascular interventional clinical environment. Emphasis is placed on patient care and positioning, imaging procedures, and image production in angiography within the cardiovascular/vascular interventional environment. Upon completion, students should be able to assume a variety of

duties and responsibilities in the cardiovascular/vascular interventional environment.

CRIMINAL JUSTICE

		Class	Lab	Clin/WExp	Credit Hours
CJC 100	BASIC LAW ENFORCEMENT TRAINING	9	27	0	18

Prerequisite: None
Corequisite: None

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination.

		Class	Lab	Clin/WExp	Credit Hours
CJC 111	INTRODUCTION TO CRIMINAL JUSTICE	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

		Class	Lab	Clin/WExp	Credit Hours
CJC 112	CRIMINOLOGY	3	0	0	3

Prerequisite: None
Corequisite: 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	Clin/WExp	Credit Hours
CJC 113	JUVENILE JUSTICE	3	0	0	3

Prerequisite: None
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours
CJC 114 INVESTIGATIVE PHOTOGRAPHY	1	2	0	2

Prerequisite: None
Corequisite: None

This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.

	Class	Lab	Clin/ WExp	Credit Hours
CJC 120 INTERVIEWS/INTERROGATIONS	1	2	0	2

Prerequisite: None
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours
CJC 121 LAW ENFORCEMENT OPERATIONS	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

	Class	Lab	Clin/ WExp	Credit Hours
CJC 122 COMMUNITY POLICING	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

	Class	Lab	Clin/ WExp	Credit Hours
CJC 131 CRIMINAL LAW	3	0	0	3

Prerequisite: None
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours
CJC 132 COURT PROCEDURE AND EVIDENCE	3	0	0	3

Prerequisite: None
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours
CJC 141 CORRECTIONS	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the history, major philosophies, components, and current pracices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

	Class	Lab	Clin/ WExp	Credit Hours
CJC 211 COUNSELING	3	0	0	3

Prerequisite: None
Corequisite: 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	Clin/ WExp	Credit Hours
CJC 212 ETHICS AND COMMUNITY RELATIONS	3	0	0	3

Prerequisite: None
Corequisite: 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.

			Clin/	Credit
	Class	**Lab**	**WExp**	**Hours**

CJC 213   SUBSTANCE ABUSE   3   0   0   3
Prerequisite: None
Corequisite: 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.
and current victim assistance programs.

**CJC 215   ORGANIZATION AND
                ADMINISTRATION**   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221   INVESTIGATIVE PRINCIPLES   3   2   0   4
Prerequisite: None
Corequisite: 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.

CJC 222   CRIMINALISTICS   3   0   0   3
Prerequisite: None
Corequisite: 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.

CJC 223   ORGANIZED CRIME   3   0   0   3
Prerequisite: None
Corequisite: None

	Class	Lab	Clin/ WExp	Credit Hours

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

| CJC 231 | CONSTITUTIONAL LAW | 3 | 0 | 0 | 3 |
Prerequisite: None
Corequisite: 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.

| CJC 233 | CORRECTIONAL LAW | 3 | 0 | 0 | 3 |
Prerequisite: None
Corequisite: None

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

| CJC 241 | COMMUNITY-BASED CORRECTIONS | 3 | 0 | 0 | 3 |
Prerequisite: None
Corequisite: 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.

COOPERATIVE EDUCATION

| COE 111 | CO-OP WORK EXPERIENCE I | 0 | 0 | 10 | 1 |
Prerequisite: None
Corequisite: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course Prerequisite are set by each department.

COE 112	CO-OP WORK EXPERIENCE I	0	0	20	2

Prerequisite: None
Corequisite: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course Prerequisite are set by each department.

COE 115	WORK EXPERIENCE SEMINAR I	1	0	0	1

Prerequisite: None
Corequisite: COE 111, COE 112, COE 113, or COE 114

At PCC, the course description is written by the individual departments.

COE 121	CO-OP WORK EXPERIENCE II	0	0	10	1

Prerequisite: None
Corequisite: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course Prerequisite are set by each department.

COE 125	WORK EXPERIENCE SEMINAR II	1	0	0	1

Prerequisite: None
Corequisite: COE 121, COE 122, COE 123, or COE 124

At PCC, the course description is written by the individual departments.

COE 211	CO-OP WORK EXPERIENCE IV	0	0	10	1

Prerequisite: None
Corequisite: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students

should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

			Class	Lab	Clin/WExp	Credit Hours
COE 212	CO-OP WORK EXPERIENCE IV		0	0	20	2

Prerequisite: None
Corequisite: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

			Class	Lab	Clin/WExp	Credit Hours
COE 221	CO-OP WORK EXPERIENCE V		0	0	10	1

Prerequisite: None
Corequisite: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COMMUNICATION

		Class	Lab	Clin/WExp	Credit Hours
COM 110	Introduction to Communication	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

		Class	Lab	Clin/WExp	Credit Hours
COM 120	INTERPERSONAL COMMUNICATION	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of

group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/ communication..*

COM 130	NONVERBAL COMMUNICATION	3	0	0	3

Prerequisite: COM 120
Corequisite: None

This course introduces the contemporary study of nonverbal communication in daily life. Topics include haptics, kinesics, proxemics, facial displays, and appearance. Upon completion, students should be able to analyze/interpret nonverbal communication and demonstrate greater awareness of their own nonverbal communication habits. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

COM 231	PUBLIC SPEAKING	3	0	0	3

Prerequisite: None
Corequisite: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

COSMETOLOGY

COS 111	COSMETOLOGY CONCEPTS I	4	0	0	4

Prerequisite: None
Corequisite: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112	SALON I	0	24	0	8

Prerequisite: None
Corequisite: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

	Class	Lab	Clin/ WExp	Credit Hours

COS 113   COSMETOLOGY CONCEPTS II   4   0   0   4
Prerequisite: None
Corequisite: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114   SALON II   0   24   0   8
Prerequisite: None
Corequisite: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115   COSMETOLOGY CONCEPTS III   4   0   0   4
Prerequisite: None
Corequisite: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116   SALON III   0   12   0   4
Prerequisite: None
Corequisite: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117   COSMETOLOGY CONCEPTS IV   2   0   0   2
Prerequisite: None
Corequisite: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

	Class	Lab	Clin/ WExp	Credit Hours
COS 118 SALON IV	0	21	0	7

COS 118   SALON IV
Prerequisite: COS 114 and COS 116
Corequisite: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119 Esthetics Concepts I	2	0	0	2

Prerequisites: None
Corequisites: None

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics.

COS 150 COMPUTERIZED SALON OPS	1	0	0	1

Prerequisite: None
Corequisite: None

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COMPUTER SCIENCE

CSC 134 C++ PROGRAMMING	2	3	0	3

Prerequisite: CIS 115 and CIS 130
Corequisite: None

This course introduces computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. At PCC, this course may use a GUI interface. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

There is a 11.25 lab fee for this course.

CSC 135 COBOL PROGRAMMING	2	3	0	3

Prerequisite: CIS 115
Corequisite: None

280

This course introduces computer programming using the COBOL programming language. Topics include input/output operations, sequence selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug COBOL language programs. At PCC, this course is taught on the AS/400.

There is a $11.25 lab fee for this course.

| CSC 138 | RPG PROGRAMMING | 2 | 3 | 0 | 3 |

Prerequisite: CIS 115
Corequisite: CIS 211

This course introduces computer programming using the RPG programming language. Topics include input/output operations, sequence selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug RPG language programs. At PCC, this course is taught on the AS/400.

There is a $11.25 lab fee for this course.

| CSC 139 | VISUAL BASIC PROGRAMMING | 2 | 3 | 0 | 3 |

Prerequisite: CIS 115 and CIS 147
Corequisite: None

This course introduces computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

There is a $11.25 lab fee for this course.

| CSC 143 | OBJECT-ORIENTED PROGRAMMING | 2 | 3 | 0 | 3 |

Prerequisite: CIS 115, CSC 134 and CSC 139
Corequisite: None

This course introduces the concepts of object-oriented programming. 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, test, debug, and implement objects at the application level using the appropriate environment.

There is a $11.25 lab fee for this course.

| CSC 144 | AS/400 CL PROGRAMMING | 2 | 3 | 0 | 3 |

Prerequisites: CIS 115 and CIS 211
Corequisites: None

This course introduces computer programming using the CL programming language. Topics include CL command structure, command parameters, creating CL programs, manipulating variables, writing commands to control jobs and workflow, and other related topics. Upon completion, students should be able to design, code, test, and debug CL programs.

There is a $11.25 lab fee for this course.

CSC 234	ADVANCED C++	2	3	0	3

Prerequisite: CSC 134
Corequisite: None

This course is a continuation of CSC 134 using C++ with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. At PCC, student will use GUI calls.

There is a $11.25 lab fee for this course.

CSC 235	ADVANCED COBOL	2	3	0	3

Prerequisites: CSC 135
Corequisites: None

This course is a continuation of CSC 135 using COBOL with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

There is a $11.25 lab fee for this course.

CSC 238	ADVANCED RPG	2	3	0	3

Prerequisite: CSC 138
Corequisite: None

This course is a continuation of CSC 138 using RPG with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

There is a $11.25 lab fee for this course.

CSC 239	ADVANCED VISUAL BASIC	2	3	0	3

Prerequisite: CSC 139
Corequisite: None

This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

There is a $11.25 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
CSC 248	ADVANCED INTERNET PROGRAMMING	2	3	0	3

Prerequisite: CSC 134 or CSC 140 or CSC 141
Corequisite: None

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

There is a $11.25 lab fee for this course.

CONSTRUCTION

		Class	Lab	Clin/ WExp	Credit Hours
CST 131	OSHA/SAFETY/CERTIFICATION	2	2	0	3

Prerequisite: None
Corequisite: None

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

		Class	Lab	Clin/ WExp	Credit Hours
CST 211	CONSTRUCTION SURVEYING	2	3	0	3

Prerequisite: MAT 120 or MAT 121
Corequisite: None

This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

		Class	Lab	Clin/ WExp	Credit Hours
CST 221	STATICS/STRUCTURES	3	3	0	4

Prerequisite: MAT 120 and MAT 121 or CST 112 and CAR 111
Corequisite: None

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

		Class	Lab	Clin/WExp	Credit Hours
CST 231	SOILS AND SITE WORK	3	2	0	4

Prerequisite: MAT 120 or MAT 121
Corequisite: None

This course covers site conditions and soil types and their physical properties. Topics include site preparation, access, mechanical analysis, classification of soils, and hydrostatics of groundwater. Upon completion, students should be able to adequately prepare a building site according to plans and specifications.

		Class	Lab	Clin/WExp	Credit Hours
CST 241	PLANNING/ESTIMATING I	2	2	0	3

Prerequisite: MAT 120 or MAT 121
Corequisite: None

This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.

CARDIOVASCULAR SONOGRAPHY

		Class	Lab	Clin/WExp	Credit Hours
CVS 160	CVS CLINICAL EDUCATION I	0	0	15	5

Prerequisite: Enrollment in the Cardiovascular Sonography program
Corequisite: CVS 163

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

		Class	Lab	Clin/WExp	Credit Hours
CVS 161	CVS CLINICAL EDUCATION II	0	0	24	8

Prerequisite: CVS 160
Corequisite: None

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

		Class	Lab	Clin/ WExp	Credit Hours

CVS 162   CVS CLINICAL EDUCATION III   0   0   15   5
Prerequisite: CVS 161
Corequisite: None

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 163   ECHO I   3   2   0   4
Prerequisite: Enrollment in the Cardiovascular Sonography program
Corequisite: BIO 163

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.

CVS 164   ECHO II   3   2   0   4
Prerequisite: CVS 163
Corequisite: None

This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.

CVS 260   CVS CLINICAL EDUCATION IV   0   0   24   8
Prerequisite: CVS 162
Corequisite: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 261   CVS CLINICAL EDUCATION V   0   0   24   8
Prerequisite: CVS 260
Corequisite: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 277   CARDIOVASCULAR TOPICS   2   0   0   2
Prerequisite: CVS 260
Corequisite: CVS 261

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.

DIALYSIS

		Class	Lab	Clin/WExp	Credit Hours
DIA 101	INTRODUCTION TO DIALYSIS TECH	5	6	12	11

Prerequisite: None
Corequisite: None

This course introduces the theory and techniques of dialysis. Topics include principles of dialysis, nutritional needs, patient preparation and interaction, diagnostic tests, and measurement of the effectiveness and adequacy of dialysis. Upon completion, students should be able to demonstrate beginning theoretical, technical, and clinical skills needed to provide patient care techniques in the dialysis unit. This is a diploma-level course. *This course is part of the collaborative agreement with Lenoir Community College. See a counselor for details.*

		Class	Lab	Clin/WExp	Credit Hours
DIA 102	DIALYSIS FOR SPECIAL POPULATIONS	5	3	15	11

Prerequisite: DIA 101
Corequisite: None

This course emphasizes the maintenance and use of hemodialysis equipment and alternative dialysis procedures. Topics include the water treatment system, types of contaminants, monitoring of clients being treated for acute/chronic renal diseases, and renal pharmacology. Upon completion, students should be able to demonstrate clinical skills necessary for the acute/chronic setting for the patient with specialized dialysis treatment plans. This is a diploma-level course. *This course is part of the collaborative agreement with Lenoir Community College. See a counselor for details.*

		Class	Lab	Clin/WExp	Credit Hours
DIA 103	ETHICAL/LEGAL ISSUES IN DIALYSIS	3	0	0	3

Prerequisite: DIA 102
Corequisite: None

This course provides the theoretical application of the principles and practices involved in the care of the complex renal client. Topics include ethical/legal aspects in dialysis, contracts, professional liability, malpractice, health insurance, and choice to terminate therapy. Upon completion, students should be able to demonstrate a basic knowledge of the ethical/legal issues required in a client care setting. This is a diploma-level course. *This course is part of the collaborative agreement with Lenoir Community College. See a counselor for details.*

		Class	Lab	Clin/WExp	Credit Hours
DIA 104	CARE-COMPLEX RENAL CLIENT	1	0	12	5

Prerequisite: DIA 102
Corequisite: None

This course provides the clinical opportunity for care of the complex renal client. Emphasis is placed on gaining independence in care techniques and documentation. Upon completion, students should be able to care for a variety of renal clients and manage time effectively for a multiple client assignment. This is a diploma-level course. *This course is part of the collaborative agreement with Lenoir Community College. See a counselor for details.*

DRAFTING

DFT 117	TECHNICAL DRAFTING	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.

DFT 119	BASIC CAD	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 120	Advanced CAD	1	2	0	2

Prerequisites: DFT 119
Corequisites: None

This course is designed for non-drafting majors to build upon basic computer-aided drafting skills by the use of application-specific assignments. Emphasis is placed on advanced 2D, 3D, isometric, and modeling applications via the CAD system. Upon completion, students should be able to generate, manage, and output engineering drawings via the computer, printer, and plotter.

DRAMA

DRA 111	THEATRE APPRECIATION	3	0	0	3

Prerequisite: None
Corequisite: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the

contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 112	LITERATURE OF THE THEATRE	3	0	0	3

Prerequisite: None
Corequisite: None
This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 122	ORAL INTERPRETATION	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ECONOMICS

ECO 151	SURVEY OF ECONOMICS	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251	PRINCIPLES OF MICROECONOMICS	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and

demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252	PRINCIPLES OF MACROECONOMICS	3	0	0	3

Prerequisite: None
Corequisite: None

This course, for those who have not received credit for ECO 151, introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDUCATION

EDU 111	EARLY CHILDHOOD CREDENTIAL I	2	0	0	2

Prerequisite: None
Corequisite: None

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112	EARLY CHILDHOOD CREDENTIAL II	2	0	0	2

Prerequisite: None
Corequisite: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

	Class	Lab	Clin/ WExp	Credit Hours

EDU 113   FAMILY/EARLY CHILDHOOD
CREDENTIAL   2   0   0   2
Prerequisite: None
Corequisite: None

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

EDU 119   EARLY CHILDHOOD EDUCATION   3   2   0   4
Prerequisite: None
Corequisite: None

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

EDU 131   CHILD, FAMILY, AND COMMUNITY   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144   CHILD DEVELOPMENT I   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

290

| EDU 145 | CHILD DEVELOPMENT II | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

| EDU 146 | CHILD GUIDANCE | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

| EDU 151 | CREATIVE ACTIVITIES | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

| EDU 151A | CREATIVE ACTIVITIES LAB | 0 | 2 | 0 | 1 |

Prerequisite: None
Corequisite: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

| EDU 153 | HEALTH, SAFETY, AND NUTRITION | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 188	ISSUES IN EARLY CHILDHOOD EDUCATION	2	0	0	2

Prerequisite: None
Corequisite: None

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

EDU 221	CHILDREN WITH SPECIAL NEEDS	3	0	0	3

Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisite: None

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 234	INFANTS, TODDLERS, AND TWOS	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 251	EXPLORATION ACTIVITIES	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A	EXPLORATION ACTIVITIES LAB	0	2	0	1

Prerequisite: None
Corequisite: EDU 251

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

		Class	Lab	Clin/ WExp	Credit Hours
EDU 259	CURRICULUM PLANNING	3	0	0	3

Prerequisite: EDU 112 or EDU 113 or EDU 119
Corequisite: None

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

		Class	Lab	Clin/ WExp	Credit Hours
EDU 261	EARLY CHILDHOOD ADMINISTRATION I	2	0	0	2

Prerequisite: None
Corequisite: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

		Class	Lab	Clin/ WExp	Credit Hours
EDU 262	EARLY CHILDHOOD ADMIN II	3	0	0	3

Prerequisite: EDU 261
Corequisite: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

		Class	Lab	Clin/ WExp	Credit Hours
EDU 282	EARLY CHILDHOOD LITERATURE	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion,

students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

ELECTRICITY

ELC 111	INTRODUCTION TO ELECTRICITY	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112	DC/AC ELECTRICITY	3	6	0	5

Prerequisite: None
Corequisite: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113	BASIC WIRING I	2	6	0	4

Prerequisite: None
Corequisite: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint 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 basic electrical installations.

ELC 114	BASIC WIRING II	2	6	0	4

Prerequisite: ELC 113
Corequisite: None

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with 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 electrical installations.

294

	Class	Lab	Clin/ WExp	Credit Hours

ELC 115   INDUSTRIAL WIRING   2   6   0   4
Prerequisite: ELC 113
Corequisite: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117   MOTORS AND CONTROLS   2   6   0   4
Prerequisite: ELC 112 or ELC 131
Corequisite: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contractors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118   NATIONAL ELECTRICAL CODE   1   2   0   2
Prerequisite: None
Corequisite: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 121   ELECTRICAL ESTIMATING   1   2   0   2
Prerequisite: ELC 113
Corequisite: None

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

ELC 125   DIAGRAMS AND SCHEMATICS   1   2   0   2
Prerequisite: None
Corequisite: None

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 128   INTRODUCTION TO PLC   2   3   0   3
Prerequisite: None
Corequisite: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131	DC/AC CIRCUIT ANALYSIS	4	3	0	5

Prerequisite: None
Corequisite: MAT 121

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 software, 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.

ELC 140	FUNDAMENTALS OF DC/AC CIRCUITS	5	6	0	7

Prerequisite: None
Corequisite: None

This course covers the principles of DC/AC circuit analysis as applied to electronics. Topics include atomic theory, circuit analysis, components, test equipment, troubleshooting techniques, schematics, diagrams, and other related topics. Upon completion, students should be able to interpret, construct, verify, analyze, and troubleshoot DC/AC circuits in a safe manner.

ELC 213	INSTRUMENTATION	3	2	0	4

Prerequisite: ELC 111, ELC 112, or ELC 131
Corequisite: None

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and pneumatic instruments. Upon completion, students should be able to design, install, maintain, and calibrate instrumentation.

ELC 228	PLC APPLICATIONS	2	6	0	4

Prerequisite: ELC 128
Corequisite: None

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

		Class	Lab	Clin/ WExp	Credit Hours

ELC 240   HEAVY CONSTRUCTION WIRING   2   6   0   4
Prerequisite: ELC 113
Corequisite: None

This course introduces the installation of power distribution systems consisting of large conduits, raceways, and associated devices and equipment for industrial sites. Emphasis is placed on installation practices for large conduits, raceways, power distribution systems and controls, termination of large conductors, and other related topics. Upon completion, students should be able to install large-size power distribution systems and equipment in an industrial facility in accordance with accepted practices.

ELC 241   ELECTRICAL SYSTEM
              COMMISSIONING   2   3   0   3
Prerequisite: ELC 112
Corequisite: None

This course covers practical applications in the modification, expansion, installation, and commissioning of electrical/electronic systems in heavy industrial sites. Emphasis is placed on compatibility, performance of intended function, code compliance, operation of electrical/electronic systems in industry, and other related topics. Upon completion, students should be able to complete basic functions necessary to commission new or modified electrical/electronic systems, delivering functional systems to the user.

ELECTRONICS

ELN 131   ELECTRONIC DEVICES   3   3   0   4
Prerequisite: ELC 112, ELC 131, or ELC 140
Corequisite: None

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132   LINEAR IC APPLICATIONS   3   3   0   4
Prerequisite: ELN 131
Corequisite: None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

	Class	Lab	Clin/ WExp	Credit Hours
ELN 133 DIGITAL ELECTRONICS	3	3	0	4

Prerequisite: ELC 112, ELC 131, ELC 140, or ELN 111
Corequisite: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, 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	Clin/ WExp	Credit Hours
ELN 140 SEMICONDUCTOR DEVICES	4	6	0	6

Prerequisite: None
Corequisite: None

This course covers semiconductor devices and circuits as they apply to the area of electronic servicing. Topics include semiconductor theory, diodes, transistors, linear integrated circuits, biasing, amplifiers, power supplies, and other related topics. Upon completion, students should be able to construct, verify, analyze, and troubleshoot semiconductor circuits.

	Class	Lab	Clin/ WExp	Credit Hours
ELN 141 DIGITAL FUNDAMENTALS	4	6	0	6

Prerequisite: None
Corequisite: None

This course covers combinational and sequential logic circuits. Topics include number systems, logic elements, Boolean algebra, Demorgan's theorem, logic families, flip flops, registers, counters, and other related topics. Upon completion, students should be able to analyze, verify, and troubleshoot digital circuits.

	Class	Lab	Clin/ WExp	Credit Hours
ELN 142 VIDEO SYSTEMS	7	9	0	10

Prerequisite: ELN 140
Corequisite: None

This course provides a detailed study of the operation and repair of television, VCR, and other video systems. Topics include the operation, alignment, and repair of video systems. Upon completion, students should be able to troubleshoot, maintain, and repair video systems.

	Class	Lab	Clin/ WExp	Credit Hours
ELN 229 INDUSTRIAL ELECTRONICS	2	4	0	4

Prerequisite: ELC 112, ELC 131, or ELC 140
Corequisite: None

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

		Class	Lab	Clin/ WExp	Credit Hours

ELN 231   INDUSTRIAL CONTROLS   2   3   0   3
Prerequisite: ELC 112, ELC 131, or ELC 140
Corequisite: None

This course introduces the fundamental concepts of solid-state 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 ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232   INTRODUCTION TO
               MICROPROCESSORS   3   3   0   4
Prerequisite: ELN 133
Corequisite: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234   COMMUNICATION SYSTEMS   3   3   0   4
Prerequisite: ELN 132 or ELN 140
Corequisite: None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 235   DATA COMMUNICATION SYSTEMS   3   3   0   4
Prerequisite: ELN 133
Corequisite: None

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, serial interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems.

ELN 242   AUDIO SERVICING   2   3   0   3
Prerequisite: ELC 140
Corequisite: ELN 140

This course covers the installation, maintenance, troubleshooting, and repair of consumer audio equipment. Topics include the theory, operation, and maintenance of audio equipment. Upon completion, students should be able to maintain, troubleshoot, and repair consumer audio equipment.

ELN 243 COMMUNICATION ELECTRONICS	2	3	0	3

Prerequisite: ELC 140
Corequisite: ELN 140

This course covers the installation, maintenance, troubleshooting, and repair of electronic communications equipment. Topics include the theory, operation, and maintenance of electronic communications equipment. Upon completion, students should be able to maintain, troubleshoot, and repair electronic communications equipment.

ELN 275 TROUBLESHOOTING	1	2	0	2

Prerequisite: None
Corequisite: ELN 133 or ELN 141

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENGLISH

ENG 060 SPEAKING ENGLISH WELL	2	0	0	2

Prerequisites: None
Corequisites: None

This course is designed to improve conversational skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to converse comfortably in a variety of situations.

ENG 075 READING AND LANGUAGE ESSENTIALS	5	0	0	5

Prerequisite: None
Corequisite: None

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences.

	Class	Lab	Clin/ WExp	Credit Hours

ENG 075A   READING AND LANGUAGE

ESSENTIALS LAB	0	2	0	1

Prerequisite: None
Corequisite: ENG 075

This laboratory provides the opportunity to practice the skills introduced in ENG 075. Emphasis is placed on practical skills for increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to apply those skills in the production of grammatically and syntactically correct sentences.

ENG 085   READING AND WRITING

FOUNDATIONS	5	0	0	5

Prerequisite: ENG 075 or appropriate placement test score
Corequisite: None

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. This course integrates ENG 080 and RED 080.

ENG 085A   READING AND WRITING

FOUNDATIONS LAB	0	2	0	1

Prerequisite: ENG 075 or appropriate placement test score
Corequisite: ENG 085

This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.

ENG 095   READING AND COMPOSITION

STRATEGIES	5	0	0	5

Prerequisite: ENG 085 or appropriate placement test score
Corequisite: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

ENG 095A   READING AND COMPOSITION

STRATEGIES LAB	0	2	0	1

Prerequisite: ENG 085 or appropriate placement test score
Corequisite: ENG 095

This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.

ENG 102	APPLIED COMMUNICATIONS II	3	0	0	3

Prerequisite: None
Corequisite: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

ENG 111	EXPOSITORY WRITING	3	0	0	3

Prerequisite: ENG 095 or appropriate placement test score
Corequisite: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 112	ARGUMENT-BASED RESEARCH	3	0	0	3

Prerequisite: ENG 111
Corequisite: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113	LITERATURE-BASED RESEARCH	3	0	0	3

Prerequisite: ENG 111
Corequisite: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization,

theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

| ENG 114 | PROFESSIONAL RESEARCH AND REPORTING | 3 | 0 | 0 | 3 |
Prerequisite: ENG 111
Corequisite: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

| ENG 115 | ORAL COMMUNICATION | 3 | 0 | 0 | 3 |
Prerequisites: None
Corequisites: None

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

| ENG 131 | INTRODUCTION TO LITERATURE | 3 | 0 | 0 | 3 |
Prerequisite: ENG 111
Corequisite: ENG 112 or ENG 113 or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course has been designated a Writing Intensive course.*

| ENG 231 | AMERICAN LITERATURE I | 3 | 0 | 0 | 3 |
Prerequisite: ENG 112, ENG 113, or ENG 114
Corequisite: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and

cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232	AMERICAN LITERATURE II	3	0	0	3

Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course has been designated a Writing Intensive course.*

ENG 233	MAJOR AMERICAN WRITERS	3	0	0	3

Prerequisite: ENG 112, ENG 113, or ENG 114
Corequisite: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241	BRITISH LITERATURE I	3	0	0	3

Prerequisite: ENG 112, ENG 113, or ENG 114
Corequisite: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242	BRITISH LITERATURE II	3	0	0	3

Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course has been designated a Writing Intensive course.*

		Class	Lab	Clin/ WExp	Credit Hours
ENG 243	MAJOR BRITISH WRITERS	3	0	0	3

Prerequisite: ENG 112, ENG 113, or ENG 114
Corequisite: None

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin/ WExp	Credit Hours
ENG 261	WORLD LITERATURE I	3	0	0	3

Prerequisite: ENG 112, ENG 113, or ENG 114
Corequisite: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin/ WExp	Credit Hours
ENG 262	WORLD LITERATURE II	3	0	0	3

Prerequisite: ENG 112, ENG 113, or ENG 114
Corequisite: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin/ WExp	Credit Hours
ENG 273	AFRICAN-AMERICAN LITERATURE	3	0	0	3

Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

	Class	Lab	Clin/ WExp	Credit Hours

FUNERAL SERVICE

		Class	Lab	Clin/ WExp	Credit Hours
FSE 112	Principles of Funeral Service	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the principles of funeral service and various religious and cultural customs of funeral service in the US. Emphasis is placed on Protestant, Catholic, Jewish, and other religious groups and the professional and ethical obligations of the profession. Upon completion, students should be able to demonstrate an understanding of religious and cultural traditions and how various funeral services are conducted *This course is part of the collaborative agreement with Fayetteville Technical Community College. See a counselor for details.*

		Class	Lab	Clin/ WExp	Credit Hours
FSE 116	Funeral Law and Ethics	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers fundamentals of mortuary law and ethical considerations relevant to the funeral profession. Emphasis is placed on North Carolina Mortuary Law, OSHA requirements, anatomical donations, vital statistics, and general law relative to mortuary law. Upon completion, students should be able to demonstrate an understanding of the legal and ethical aspects of funeral service. *This course is part of the collaborative agreement with Fayetteville Technical Community College. See a counselor for details.*

		Class	Lab	Clin/ WExp	Credit Hours
FSE 214	Pathology	3	0	0	3

Prerequisite: None
Corequisite: None

This course is a general survey of the disease process. Topics include pathological terminology, basic body functions, trauma, disease process, and etiology. Upon completion, students should be able to recognize medical terminology used in completing death certificates and understand the disease process. *This course is part of the collaborative agreement with Fayetteville Technical Community College. See a counselor for details.*

		Class	Lab	Clin/ WExp	Credit Hours
FSE 215	Funeral Home Operations	4	0	0	4

Prerequisite: None
Corequisite: None

This course covers funeral home operations, including business techniques and effective counseling skills. Topics include establishing a funeral home, choosing and financing a location, building, merchandising, caskets, vaults, planning, and counseling techniques and philosophies. Upon completion, students should be able to understand the proper procedures for operating a funeral home and relate more effectively to those experiencing grief. *This course is part of the collaborative*

agreement with Fayetteville Technical Community College. See a counselor for details.

GEOGRAPHY

GEO 110	INTRODUCTION TO GEOGRAPHY	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

GEO 111	WORLD REGIONAL GEOGRAPHY	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GERMAN

GER 111	ELEMENTARY GERMAN I	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

		Class	Lab	Clin/ WExp	Credit Hours

GER 112   ELEMENTARY GERMAN II   3   0   0   3
Prerequisites: GER 111
Corequisites: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GRAPHIC DESIGN

GRD 110   TYPOGRAPHY I   2   2   0   3
Prerequisite: None
Corequisite: None

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.

GRD 111   TYPOGRAPHY II   2   2   0   3
Prerequisites: GRD 110
Corequisites: None

This course is a continuation of GRD 110. Emphasis is placed on solving challenging typographic problems. Upon completion, students should be able to understand and demonstrate advanced typographic applications.

GRD 131   ILLUSTRATION I   1   3   0   2
Prerequisite: ART 131, DES 125, or GRD 121
Corequisite: None

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

GRD 132   ILLUSTRATION II   1   3   0   2
Prerequisite: GRD 131
Corequisite: None

This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able

308

to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork.

GRD 141	GRAPHIC DESIGN I	2	4	0	4

Prerequisite: None
Corequisite: None

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.

GRD 142	GRAPHIC DESIGN II	2	4	0	4

Prerequisite: ART 121, DES 135, or GRD 141
Corequisite: None

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 151	COMPUTER DESIGN BASICS	1	4	0	3

Prerequisite: None
Corequisite: None

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

GRD 152	COMPUTER DESIGN TECHNIQUES I	1	4	0	3

Prerequisite: GRD 151
Corequisite: None

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

GRD 160	PHOTOGRAPHY FUNDAMENTALS I	1	4	0	3

Prerequisite: None
Corequisite: None

This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students

	Class	Lab	Clin/ WExp	Credit Hours

should be able to produce photographic prints with acceptable density values and quality.

GRD 170	EXHIBIT DESIGN	1	4	0	3

Prerequisite: GRD 141
Corequisite: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts in both exhibit designs and commercial displays.

GRD 241	GRAPHIC DESIGN III	2	4	0	4

Prerequisite: DES 136 or GRD 142
Corequisite: None

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 242	GRAPHIC DESIGN IV	2	4	0	4

Prerequisite: GRD 241
Corequisite: None

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

GRD 265	DIGITAL PRINT PRODUCTION	1	4	0	3

Prerequisite: GRD 152 or GRA 151
Corequisite: None

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.

GRD 280	PORTFOLIO DESIGN	2	4	0	4

Prerequisites: GRA 152 or GRD 142 and GRD 152
Corequisite: None

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion,

students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

GERONTOLOGY

		Class	Lab	Clin/WExp	Credit Hours
GRO 120	GERONTOLOGY	3	0	0	3

Prerequisite: PSY 150 or permission of instructor
Corequisite: None

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

HEALTH CARE TECHNOLOGY

		Class	Lab	Clin/WExp	Credit Hours
HCT 101	HEALTH CARE TECHNOLOGY	6	2	6	9

Prerequisite: None
Corequisite: None

This course covers the basic skills necessary for employment as a multi-skilled health care worker. Topics include skills necessary for listing as a Nursing Assistant II, basic clerical and dietary functions, communication, medical terminology, and quality control principles. Upon completion, students should be able to perform a variety of skills and assist licensed health care providers.

		Class	Lab	Clin/WExp	Credit Hours
HCT 102	BASIC PHLEBOTOMY AND EKG	1	2	3	3

Prerequisite: None
Corequisite: HCT 101

This course covers the basic skills necessary for performing venipuncture, drawing blood specimens, and performing basic 12-lead electrocardiograms. Topics include venipuncture and finger stick techniques, requirements for common specimen collection, and obtaining as 12-lead EKG. Upon completion, students should be able to perform phlebotomy and EKG skills.

		Class	Lab	Clin/WExp	Credit Hours
HCT 103	ENVIRONMENTAL MAINTENANCE	1	2	3	3

Prerequisite: None
Corequisite: HCT 101

This course covers the principles of maintaining a safe the therapeutic environment in a health care agency. Topics include quality control, set up and operation of common medical equipment, and necessary housekeeping and maintenance functions at the unit level. Upon completion, students should be able to manage materials and equipment and perform housekeeping and maintenance functions common to health care agencies.

	Class	Lab	Clin/ WExp	Credit Hours

HCT 104   RESTORATIVE CARE   1   2   3   3
Prerequisite: None
Corequisite: HCT 101

This course covers the principles of move, gait, and restoration of function. Topics include range of motion across the life span, improving gait and the ability to transfer, and the use of common assistive devices. Upon completion, students should be able to assist with implementing a plan of care for strengthening muscles, improving mobility, and facilitating transfer.

HCT 105   BASIC RESPIRATORY SKILLS   1   2   3   3
Prerequisite: None
Corequisite: HCT 101

This course covers the basics of oxygenation and ventilation and principles of common therapy to improve oxygenation and ventilation. Topics include common diagnostic procedures and therapeutic modalities used in respiratory care. Upon completion, students should be able to set up and maintain oxygen, perform peak flow diagnostic tests and collect sputum specimens

HEALTH

HEA 110   PERSONAL HEALTH/WELLNESS   3   0   0   3
Prerequisite: None
Corequisite: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HEA 112   FIRST AID & CPR   1   2   0   2
Prerequisite: None
Corequisite: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HEA 120   COMMUNITY HEALTH   3   0   0   3
Prerequisite: None
Corequisite: None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HISTORY

		Class	Lab	Clin/WExp	Credit Hours
HIS 111	WORLD CIVILIZATIONS I	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112	WORLD CIVILIZATIONS II	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 114	COMPARATIVE WORLD HISTORY	3	0	0	3

Prerequisite: None
Corequisite: None

This course provides a comparison of western and non-western cultures. Emphasis is placed on historical developments and their impact on the modern world through religion, politics, economics, and social developments. Upon completion, students should be able to compare and contrast western and non-western cultures. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 115	INTRODUCTION TO GLOBAL HISTORY	3	0	0	3

Prerequisite: ENG 111
Corequisite: None

	Class	Lab	Clin/ WExp	Credit Hours

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course.*

HIS 131	AMERICAN HISTORY I	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132	AMERICAN HISTORY II	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 221	AFRICAN-AMERICAN HISTORY	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

314

HEALTH INFORMATION TECHNOLOGY

HIT 110	HEALTH INFORMATION ORIENTATION	2	0	0	2

Prerequisite: Enrollment in the Health Information Technology program or permission of instructor
Corequisite: HIT 122

This course introduces health information management and its role in health care delivery systems. Emphasis is placed on the role and responsibilities of health information professionals in a variety of settings. Upon completion, students should be able to demonstrate an understanding of health information management and health care organizations, professions, and trends.

HIT 112	HEALTH LAW AND ETHICS	3	0	0	3

Prerequisites: HIT 110, HIT 114 (each with a minimum grade of "C")
Corequisite: None

This course covers the impact of legal issues on health information management and provides an overview of the judicial system and legislative process. Topics include confidentiality, release of information, record retention, authentication, informed consent, subpoenaed information, security of computerized health information, liability, and legislative trends. Upon completion, students should be able to respond appropriately to requests for health information.

HIT 114	RECORD SYSTEMS/STANDARDS	2	3	0	3

Prerequisite: Enrollment in the Health Information Technology program or permission of instructor
Corequisite: None

This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include health record content, qualitative analysis, format, record control, storage, retention, forms design/control, indices and registers, and numbering and filing systems. Upon completion, students should be able to demonstrate an understanding of health record systems, including their maintenance and control.

HIT 122	DIRECTED PRACTICE I	0	0	3	1

Prerequisite: Enrollment in the Health Information Technology program
Corequisite: HIT 110

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 124	DIRECTED PRACTICE II	1	0	3	2

Prerequisites: None
Corequisites: None

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 210	HEALTH CARE STATISTICS	3	2	0	4

Prerequisites: HIT 212, HIT 216, HIT 222; MAT 110; MED 122 (each with a minimum grade of "C")
Corequisite: None

This course covers maintenance, compilation, analysis, and presentation of health care statistics. Topics include basic statistical principles, morbidity and mortality, commonly computed hospital rates, uniform reporting requirements, and selection and construction of data displays. Upon completion, students should be able to calculate morbidity, mortality, and commonly computed hospital rates; comply with inform reporting requirements; and analyze/present statistical data.

HIT 212	CODING/CLASSIFICATION I	3	3	0	4

Prerequisites: BIO 166 or BIO 169; HIT 220, HIT 226; MED 122 (each with a minimum grade of "C")
Corequisite: None

This course is the first of a two-course sequence which provides a foundation in coding and classification systems in a variety of health care settings. Emphasis is placed on ICD-9-CM coding conventions, rules, methodology and sequencing, data sets, documentation requirements, information indexing and retrieval, quality control, and coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM.

HIT 214	CODING/CLASSIFICATION II	3	3	0	4

Prerequisite: HIT 212 (with a minimum grade of "C")
Corequisite: None

This course is the second of a two-course sequence which continues the study of coding and classification systems in a variety of health care settings. Topics include classification and coding systems emphasizing ICD-9-CM, HCPCS/CPT-4, reimbursement/billing systems, encoders/groupers, case mix management, and coding's relationship to managed care. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM and HCPCS/CPT-4 codes and apply systems to optimize reimbursement.

HIT 216	QUALITY MANAGEMENT	2	2	0	3

Prerequisite: HIT 220 (with a minimum grade of "C")
Corequisite: None

This course introduces principles of quality improvement, utilization management, and risk management in health care. Topics include the continuous quality improvement philosophy, including tools, data analysis/application, and related committee functions; utilization management and risk management; and

316

credentialing, accreditation and regulation. Upon completion, students should be able to apply performance improvement techniques, analyze/display data, apply level of care criteria, and participate in risk management activities.

HIT 218	MANAGEMENT	3	0	0	3

Prerequisite: HIT 222 (with a minimum grade of "C")
Corequisite: None

This course covers management and supervision principles as applied to health care settings. Emphasis is placed on problem-solving and communication skills related to planning, organization, directing, controlling, and budgeting. Upon completion, students should be able to apply management and supervision principles to health care settings.

HIT 220	COMPUTERS IN HEALTH CARE	1	2	0	2

Prerequisites: CIS 110 or CIS 111, HIT 112 (each with a minimum grade of "C")
Corequisite: None

This course covers basic computer system architecture, file structure, and design for health care settings. Topics include system analysis, design, security, and selection for a variety of hardware environments. Upon completion, students should be able to design, implement, evaluate, and maintain automated information systems in health care.

There is a $7.50 lab fee for this course.

HIT 222	DIRECTED PRACTICE III	0	0	6	2

Prerequisite: HIT 122 (with a minimum grade of "C")
Corequisite: None

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 224	DIRECTED PRACTICE IV	1	0	6	3

Prerequisite: HIT 222 (with a minimum grade of "C")
Corequisite: None

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 226	PRINCIPLES OF DISEASE	3	0	0	3

Prerequisites: BIO 166 or BIO 169, BIO 175; MED 122 (each with a minimum grade of "C")
Corequisite: None

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

HIT 280	PROFESSIONAL ISSUES	2	0	0	2

Prerequisites: HIT 212, HIT 216 (each with a minimum grade of "C")
Corequisite: HIT 214

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, tasks, and subtasks for health information technologies.

HEALTHCARE MANAGEMENT

HMT 110	INTRODUCTION TO HEALTHCARE MANAGEMENT	3	0	0	3

Prerequisite: BUS 137
Corequisite: 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

Prerequisite: MED 122 or permission of instructor
Corequisite: None

This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.

HMT 211	LONG-TERM CARE ADMINISTRATION	3	0	0	3

Prerequisite: HMT 110 or permission of instructor
Corequisite: None

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home healthcare, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care.

| HMT 212 | MANAGEMENT OF HEALTHCARE ORGANIZATIONS | 2 | 0 | 0 | 2 |

Prerequisite: HMT 110 or permission of instructor
Corequisite: 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 healthcare issues and their impact on healthcare management.

| HMT 220 | HEALTHCARE FINANCIAL MANAGEMENT | 4 | 0 | 0 | 4 |

Prerequisites: HMT 110 and ACC 225 or permission of instructor
Corequisite: None

This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

HEALTH SCIENCES

| HSC 110 | ORIENTATION TO HEALTH CAREERS | 1 | 0 | 0 | 1 |

Prerequisite: None
Corequisite: None

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

| HSC 120 | CPR | 0 | 2 | 0 | 1 |

Prerequisite: None
Corequisite: None

This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.

| HSC 130 | LIFESTYLES TRAINER | 1 | 4 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course covers the skills necessary to become a health lifestyles trainer. Emphasis is placed on the utilization of service learning as a way of changing students' health-related behaviors. Upon completion, students should be able to teach healthier lifestyles to others.

HUMAN SERVICES

HSE 110	INRODUCTION TO HUMAN SERVICES	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, 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

Prerequisite: Enrollment in the HSE program or permission of instructor
Corequisite: None

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 123	INTERVIEWING TECHNIQUES	2	2	0	3

Prerequisites: ENG 111 and permission of instructor
Corequisite: ENG 114

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

Prerequisite: PSY 150
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours

HSE 130   CHANGE AGENTRY LAB I   0   2   0   1
Prerequisites: HSE 112
Corequisites: None

This course provides a supervised, off-campus, three-day human relations training lab. Emphasis is placed on providing a small group experience to practice the interpersonal and group skills covered in HSE 112. Upon completion, students should be able to demonstrate group facilitation skills in a small group setting.

HSE 135   ORIENTATION LAB I   0   2   0   1
Prerequisite: Enrollment in the HSE program
Corequisite: None

This course is designed to promote professional, program, and personal identification with the human services field. Emphasis is placed on interpersonal communication, verbal and non-verbal interactions, and team building. Upon completion, students should be able to identify with the human services profession and demonstrate basic team-building skills.

HSE 160   HSE CLINICAL SUPERVISION I   1   0   0   1
Prerequisite: Permission of instructor; GPA 2.00
Corequisite: HSE 163

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 163   HSE CLINICAL EXPERIENCE I   0   0   9   3
Prerequisites: Successful completion of 12 SHC in the HSE program, permission of
                instructor, GPA 2.00
Corequisite: HSE 160

This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 191   SELECTED TOPICS IN HUMAN
                 SERVICES   1   0   0   1
Prerequisite: None
Corequisite: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

	Class	Lab	Clin/ WExp	Credit Hours

HSE 192   SELECTED TOPICS IN HUMAN
                    SERVICES   2   0   0   2
Prerequisite: None
Corequisite: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

HSE 193   SELECTED TOPICS IN HUMAN
                    SERVICES   3   0   0   3
Prerequisite: None
Corequisite: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

HSE 210   HUMAN SERVICES ISSUES   2   0   0   2
Prerequisite: Successful completion of 12 SHC in the HSE program
Corequisite: None

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, permission of instructor
Corequisite: None

This course is a continuation of the study of interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to demonstrate their ability to communicate with others and facilitate communications between others.

HSE 215   HEALTH CARE   3   2   3   5
Prerequisite: Enrollment in the HSE program, BIO 161
Corequisite: None

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patient's rights, legal and ethical responsibilities, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, medical terminology, and mental health. Upon completion, students should be

able to demonstrate the skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide Registry.

HSE 225	CRISIS INTERVENTION	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 230	CHANGE AGENTRY LAB II	0	2	0	1

Prerequisites: HSE 112, permission of instructor
Corequisite: None

This course provides a second supervised, off-campus, three-day human relations training lab. Emphasis is placed on providing a small group experience to practice the interpersonal and group skills covered in HSE 112. Upon completion, students should be able to demonstrate group facilitation skills in a small group setting.

HSE 235	ORIENTATION LAB II	0	2	0	1

Prerequisite: Enrollment in the HSE program and HSE 135
Corequisite: None

This course is a continuation of HSE 135. Emphasis is placed on enhancing professional identify with the field of human services and strengthening team-building skills. Upon completion, students should be able to continue personal awareness of values, lifestyles, career plans, and decisions that have an impact on human services professionals.

HSE 251	ACTIVITIES THERAPY	2	2	0	3

Prerequisite: None
Corequisite: 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 therapy. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals.

HSE 260	HSE CLINICAL SUPERVISION II	1	0	0	1

Prerequisites: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 264

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students

should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

		Class	Lab	Clin/ WExp	Credit Hours
HSE 264	HSE CLINICAL EXPERIENCE II	0	0	12	4

Prerequisites: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 260

This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

		Class	Lab	Clin/ WExp	Credit Hours
HSE 270	HSE CLINICAL SUPERVISION III	1	0	0	1

Prerequisites: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 272

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

		Class	Lab	Clin/ WExp	Credit Hours
HSE 272	HSE CLINICAL EXPERIENCE III	0	0	6	2

Prerequisites: Successful completion of 12 SHC in the HSE program, permission of instructor, GPA 2.00
Corequisite: HSE 270

This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HEALTH UNIT COORDINATOR

		Class	Lab	Clin/ WExp	Credit Hours
HUC 101	HEALTH UNIT COORDINATOR THEORY AND PRACTICE	8	8	0	12

Prerequisite: None
Corequisite: None

This course introduces a variety of clerical duties within a hospital setting. Emphasis is placed on clerical, computer, and receptionist duties for the nursing units; maintenance of consistent patient medical records; and inter/intradepartmental communication. Upon completion, students should be able to perform patient and unit support services in a patient care environment.

	Class	Lab	Clin/ WExp	Credit Hours

HUMANITIES

HUM 110   TECHNOLOGY AND SOCIETY   3   0   0   3
Prerequisite: None
Corequisite: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 115   CRITICAL THINKING   3   0   0   3
Prerequisite: ENG 101 or ENG 111
Corequisite: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement..*

HUM 120   CULTURAL STUDIES   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160   INTRODUCTION TO FILM   2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class	Lab	Clin/ WExp	Credit Hours
HUM 211 HUMANITIES I	3	0	0	3

Prerequisites: ENG 111
Corequisites: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class	Lab	Clin/ WExp	Credit Hours
HUM 212 HUMANITIES II	3	0	0	3

Prerequisites: ENG 111
Corequisites: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

	Class	Lab	Clin/ WExp	Credit Hours
HUM 230 LEADERSHIP DEVELOPMENT	3	0	0	3

Prerequisite: ENG 111
Corequisite: None

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

HYDRAULICS

	Class	Lab	Clin/ WExp	Credit Hours
HYD 110 HYDRAULICS/PNEUMATICS I	2	3	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

		Class	Lab	Clin/ WExp	Credit Hours

INSURANCE

INS 101	LIFE/ACCIDENT/HEALTH INSURANCE	4	0	0	4

Prerequisite: None
Corequisite: None

This course provides basic instruction in life and health insurance. Topics include life, accident, and health agent regulations, comparison of policies, and individual and group policy provisions. Upon completion, students should be able to demonstrate knowledge of life, health, and accident insurance required for the NC Agents' Life and Health Licensure Exam.

INS 102	MEDICARE SUPPLEMENTS/ LONG-TERM CARE	1	0	0	1

Prerequisite: None
Corequisite: None

This course covers the types of Medicare coverage, long-term care coverage, Medicaid, policy provisions, applicable laws and regulations, and buying practices. Topics include hospital insurance, supplementary medical insurance, Medicare supplement insurance, Medicaid assistance, and long-term care. Upon completion, students should be able to discuss long-term care coverage, Medicaid, appropriate policy provisions, legal principles, and their applicable use.

INS 103	PROPERTY AND CASUALTY INSURANCE	4	0	0	4

Prerequisite: None
Corequisite: None

This course covers types of property and casualty coverage, policy provisions, applicable laws and regulations, buying procedures, government property, and casualty coverage. Topics include general liability insurance, automobile insurance, homeowner's insurance, commercial, fire and extended coverage, worker's compensation, and various policy provisions. Upon completion, students should be able to discuss types of property and casualty coverage, appropriate policy provisions, and appropriate legal principles and their applicable uses.

INS 105	RISK MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the fundamentals of risk management. Topics include risk and hazard recognition and measurement, risk handling methods, steps of the risk management process, and design of a risk management plan. Upon completion, students should be able to recognize risks and hazards and develop a plan for managing them by retention, avoidance, reduction, and transfer methods.

	Class	Lab	Clin/ WExp	Credit Hours
INS 107 CLAIMS ADJUSTING	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the legal basis of contracts and claims. Emphasis is placed on the elements and purpose of negligence, principles of torts, investigation and interview techniques, medical terminology, and diagnostic procedures. Upon completion, students should be able to demonstrate the ability to investigate and legally settle claims.

INS 108 INCOME TAXATION OF INSURANCE	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the federal income tax system with particular reference to the taxation of life insurance and annuities. Topics include tax concepts, gross income, business expenses, deductions, credits, sales and exchanges, capital gains and losses, and taxation of business entities. Upon completion, students should be able to demonstrate professional financial service planning strategies to minimize, defer, or avoid taxation for clients.

INS 109 EMPLOYEE BENEFITS	2	0	0	2

Prerequisite: None
Corequisite: None

This course introduces the concepts of employee benefit options in the business insurance market. Emphasis is placed on governmental and private programs, group insurance benefits, pension plans, and other deferred compensation arrangements. Upon completion, students should be able to explain the fundamental features of employer sponsored benefit plans.

INDUSTRIAL SCIENCE

ISC 112 INDUSTRIAL SAFETY	2	0	0	2

Prerequisite: None
Corequisite: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.

ISC 115 CONSTRUCTION SAFETY	2	0	0	2

Prerequisite: None
Corequisite: 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,

	Class	Lab	Clin/ WExp	Credit Hours

students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

ISC 132	MANUFACTURING QUALITY CONTROL	2	3	0	3

Prerequisite: None
Corequisite: None

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

ISC 133	MANUFACTURING MANAGEMENT PRACTICES	2	0	0	2

Prerequisite: None
Corequisite: None

This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include self-managed work teams, problem-solving skills, and production management techniques. Upon completion, students should be able to demonstrate an understanding of day-to-day plant operations, team management processes, and the principles of group dynamics.

ISC 135	PRINCIPLES OF INDUSTRIAL MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

ISC 136	PRODUCTIVITY ANALYSIS I	2	3	0	3

Prerequisite: None
Corequisite: None

This course covers modern methods of improving productivity. Topics include traditional motion economy, methods analysis, time standards, process analysis, cycle time management, and human factors/ergonomics. Upon completion, students should be able to demonstrate an understanding of productivity concepts and apply productivity improvement techniques to work situations.

ISC 140	MATERIAL AND CAPACITY PLANNING	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.

ISC 141	PRODUCTION ACTIVITY CONTROL	3	0	0	3

Prerequisite: None
Corequisite: None

This course covers a broad base of production operations in a wide variety of production environments. Emphasis is placed on the principles, approaches, and techniques needed to schedule, control, measure, and evaluate the effectiveness of production operations. Upon completion, students should be able to demonstrate an understanding of production activity control and be prepared for the APICS CPIM examination.

ISC 142	INVENTORY MANAGEMENT	3	0	0	3

Prerequisite: None
Corequisite: ISC 140

This course covers the principles, concepts, and techniques of managing inventory. Emphasis is placed on determining what to order, quantities to order, when items are needed, when to order, and how and where to store. Upon completion, students should be able to demonstrate an understanding of the process of inventory management and be prepared for the APICS CPIM examination.

ISC 216	WORK MEASUREMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the techniques of work simplification, job method improvement, and sampling using the various charts and methods of evaluations to determine utilization. Emphasis is placed on the development of effective work methods and the charting of methods to improve output. Upon completion, students should be able to demonstrate the use of various charts and studies to indicate levels or changes in levels of performance.

ISC 221	STATISTICAL QUALITY CONTROL	3	0	0	3

Prerequisite: Completion of curriculum mathematics requirement
Corequisite: 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.

		Class	Lab	Clin/ WExp	Credit Hours
ISC 233	INDUSTRIAL ORGANIZATION AND MANAGEMENT	3	0	0	3

Prerequisite: ISC 128 or ISC 133
Corequisite: 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.

LEGAL EDUCATION

LEX 110	INTRODUCTION TO PARALEGAL STUDY	2	0	0	2

Prerequisite: None
Corequisite: None

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

LEX 120	LEGAL RESEARCH/WRITING I	2	2	0	3

Prerequisite: ENG 111
Corequisite: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121	LEGAL RESEARCH/WRITING II	2	2	0	3

Prerequisite: LEX 120
Corequisite: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130	CIVIL INJURIES	2	0	0	2

Prerequisite: LEX 120
Corequisite: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

		Class	Lab	Clin/ WExp	Credit Hours
LEX 140	CIVIL LITIGATION I	3	0	0	3

Prerequisite: LEX 130
Corequisite: None

This course introduces the structure of the legal system and the rules governing civil litigation. Emphasis is placed on jurisdiction and the state and federal rules of civil procedure and rules of evidence. Upon completion, students should be able to assist an attorney in the preparation of a civil case.

		Class	Lab	Clin/ WExp	Credit Hours
LEX 141	CIVIL LITIGATION II	2	2	0	3

Prerequisite: LEX 140
Corequisite: None

This course covers the paralegal's role in the civil litigation process. Topics include investigation, interviewing, pleadings, motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing, directing, and organizing documents for civil litigation.

		Class	Lab	Clin/ WExp	Credit Hours
LEX 150	COMMERCIAL LAW	2	2	0	3

Prerequisite: LEX 110
Corequisite: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

		Class	Lab	Clin/ WExp	Credit Hours
LEX 160	CRIMINAL LAW AND PROCEDURE	2	2	0	3

Prerequisite: LEX 120
Corequisite: None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

		Class	Lab	Clin/ WExp	Credit Hours
LEX 170	ADMINISTRATIVE LAW	2	0	0	2

Prerequisite: POL 130, LEX 130
Corequisite: None

332

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 210	REAL PROPERTY I	2	0	0	2

Prerequisite: MAT 120
Corequisite: None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 211	REAL PROPERTY II	1	4	0	3

Prerequisite: LEX 210
Corequisite: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 240	FAMILY LAW	2	0	0	2

Prerequisite: LEX 120
Corequisite: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

LEX 250	WILLS, ESTATES, AND TRUSTS	2	2	0	3

Prerequisite: ACC 120 and LEX 110
Corequisite: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

	Class	Lab	Clin/ WExp	Credit Hours

LEX 260   BANKRUPTCY AND COLLECTIONS   2   0   0   2
Prerequisite: ACC 120 and LEX 110
Corequisite: None

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270   LAW OFFICE MANAGEMENT/
**   TECHNOLOGY   1   2   0   2**
Prerequisite: OST 137, LEX 110, ACC 120
Corequisite: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 280   ETHICS AND PROFESSIONALISM   2   0   0   2
Prerequisite: LEX 110
Corequisite: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the role of a professional paralegal and identify authority that can properly be delegated by an attorney.

MACHINING

MAC 111   MACHINING TECHNOLOGY I   2   12   0   6
Prerequisite: None
Corequisite: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112   MACHINING TECHNOLOGY II   2   12   0   6
Prerequisite: MAC 111
Corequisite: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113	MACHINING TECHNOLOGY III	2	12	0	6

Prerequisite: MAC 112
Corequisite: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114	INTRODUCTION TO METROLOGY	2	0	0	2

Prerequisite: None
Corequisite: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 122	CNC TURNING	1	3	0	2

Prerequisite: None
Corequisite: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124	CNC MILLING	1	3	0	2

Prerequisite: None
Corequisite: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 151	MACHINING CALCULATIONS	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine

shop. Upon completion, students should be able to perform basic shop calculations.

| MAC 214 | MACHINING TECHNOLOGY IV | 2 | 12 | 0 | 6 |

Prerequisite: MAC 112
Corequisite: None

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

| MAC 215 | MACHINING TECHNOLOGY V | 2 | 12 | 0 | 6 |

Prerequisite: MAC 214
Corequisite: None

This course provides an opportunity to apply skills acquired in previous course work. Emphasis is placed on the production of parts using modern machining and gaging techniques. Upon completion, students should be able to demonstrate problem-solving skills as they relate to advanced machining.

| MAC 222 | ADVANCED CNC TURNING | 1 | 3 | 0 | 2 |

Prerequisite: MAC 122
Corequisite: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

| MAC 224 | ADVANCED CNC MILLING | 1 | 3 | 0 | 2 |

Prerequisite: MAC 124
Corequisite: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MASONRY

| MAS 110 | MASONRY I | 4 | 18 | 0 | 10 |

Prerequisite: None
Corequisite: None

This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and

materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

MAS 120	MASONRY II	4	18	0	10

Prerequisite: None
Corequisite: None

This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.

MAS 130	MASONRY III	6	6	0	8

Prerequisite: None
Corequisite: None

This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.

MATHEMATICS

MAT 050	BASIC MATH SKILLS	3	2	0	4

Prerequisite: None
Corequisite: None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060	ESSENTIAL MATHEMATICS	3	2	0	4

Prerequisite: MAT 050 or appropriate placement test score
Corequisite: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

	Class	Lab	Clin/ WExp	Credit Hours

MAT 070   INTRODUCTORY ALGEBRA   3   2   0   4
Prerequisite: MAT 060 or appropriate placement test score
Corequisite: ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080   INTERMEDIATE ALGEBRA   3   2   0   4
Prerequisite: MAT 070 or appropriate placement test score
Corequisite: ENG 085

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 090   ACCELERATED ALGEBRA   3   2   0   4
Prerequisite: MAT 060 or appropriate placement test score
Corequisite: ENG 085

This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.

MAT 101   APPLIED MATHEMATICS I   2   2   0   3
Prerequisite: MAT 060 or appropriate placement test score
Corequisite: None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

MAT 110   MATHEMATICAL MEASUREMENT   2   2   0   3
Prerequisite: MAT 070 or appropriate placement test score
Corequisite: None

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and

avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115	MATHEMATICAL MODELS	2	2	0	3

Prerequisite: MAT 070 or appropriate placement test score
Corequisite: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 120	GEOMETRY AND TRIGONOMETRY	2	2	0	3

Prerequisite: MAT 070 or appropriate placement test score
Corequisite: None

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 121	ALGEBRA/TRIGONOMETRY I	2	2	0	3

Prerequisite: MAT 070 or appropriate placement test score
Corequisite: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122	ALGEBRA/TRIGONOMETRY II	2	2	0	3

Prerequisite: MAT 121
Corequisite: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

	Class	Lab	Clin/ WExp	Credit Hours
MAT 141 MATH I FOR TEACHERS/K-9	3	0	0	3

Prerequisite: MAT 080 or MAT 090 or appropriate placement test score
Corequisite: None

This course is the first of a two course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

	Class	Lab	Clin/ WExp	Credit Hours
MAT 142 MATH II FOR TEACHERS/K-9	3	0	0	3

Prerequisite: MAT 141
Corequisite: None

This course is the second of a two course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

	Class	Lab	Clin/ WExp	Credit Hours
MAT 155 STATISTICAL ANALYSIS	3	0	0	3

Prerequisite: MAT 080 or MAT 090
Corequisite: None

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

	Class	Lab	Clin/ WExp	Credit Hours
MAT 161 COLLEGE ALGEBRA	3	0	0	3

Prerequisite: MAT 080 or MAT 090 or appropriate placement test score
Corequisite: None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

		Class	Lab	Clin/ WExp	Credit Hours
MAT 162	COLLEGE TRIGONOMETRY	3	0	0	3

Prerequisite: MAT 161
Corequisite: None

This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

		Class	Lab	Clin/ WExp	Credit Hours
MAT 171	PRECALCULUS ALGEBRA	3	0	0	3

Prerequisite: MAT 080 or MAT 090
Corequisite: None

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab	Clin/ WExp	Credit Hours
MAT 172	PRECALCULUS TRIGONOMETRY	3	0	0	3

Prerequisite: MAT 171
Corequisite: None

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab	Clin/ WExp	Credit Hours
MAT 175	PRECALCULUS	4	0	0	4

Prerequisite: MAT 080 or MAT 090 or appropriate placement test score
Corequisite: None

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

| MAT 175A | Precalculus Lab | 0 | 2 | 0 | 1 |

Prerequisites: None
Corequisites: MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

| MAT 223 | APPLIED CALCULUS | 2 | 2 | 0 | 3 |

Prerequisite: MAT 122
Corequisite: None

This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.

| MAT 263 | BRIEF CALCULUS | 3 | 0 | 0 | 3 |

Prerequisite: MAT 161
Corequisite: None

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

| MAT 271 | CALCULUS I | 3 | 2 | 0 | 4 |

Prerequisites: AT 172 or MAT 175
Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

	Class	Lab	Clin/ WExp	Credit Hours

MAT 272   CALCULUS II   3   2   0   4
Prerequisites: MAT 271
Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273   CALCULUS III   3   2   0   4
Prerequisites: MAT 272
Corequisites: None

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 280   LINEAR ALGEBRA   3   0   0   3
Prerequisites: MAT 271
Corequisites: None

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 285   DIFFERENTIAL EQUATIONS   3   0   0   3
Prerequisites: MAT 272
Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena.

	Class	Lab	Clin/ WExp	Credit Hours

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MECHANICAL

		Class	Lab	Clin/ WExp	Credit Hours
MEC 110	INTRODUCTION TO CAD/CAM	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces computer-aided drafting(CAD) and computer-aided manufacturing(CAM). Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

		Class	Lab	Clin/ WExp	Credit Hours
MEC 111	MACHINE PROCESSES I	2	3	0	3

Prerequisite: None
Corequisite: None

This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

		Class	Lab	Clin/ WExp	Credit Hours
MEC 112	MACHINE PROCESSES II	2	3	0	3

Prerequisite: MEC 111
Corequisite: None

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts

		Class	Lab	Clin/ WExp	Credit Hours
MEC 130	MECHANISMS	2	3	0	3

Prerequisite: None
Corequisite: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

		Class	Lab	Clin/ WExp	Credit Hours
MEC 142	PHYSICAL METALLURGY	1	2	0	2

Prerequisite: None
Corequisite: None

344

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

MEC 161	MANUFACTURING PROCESSES I	3	0	0	3

Prerequisite: None
Corequisite: None

This course provides the fundamental principles of processing materials into usable forms for the customer. Emphasis is placed on material forming, removal, and value-added processing provided to the customer by the manufacturers. Upon completion, students should be able to apply principles of traditional and non-traditional processing for metals and non-metals.

MEC 161A	MANUFACTURING PROCESSES I LAB	0	3	0	1

Prerequisite: None
Corequisite: MEC 161

This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

MEC 165	FABRICATION TECHNIQUES	1	3	0	2

Prerequisites: WLD 112 and MEC 111
Corequisite: None

This course expands skills in bench work, welding, and machinery. Emphasis is placed on integrating techniques of welding and machine processes. Upon completion, students should be able to design, fabricate, and repair parts and/or modify existing equipment.

MEC 175	EQUIPMENT INSTALLATION	0	6	0	2

Prerequisite: None
Corequisite: None

This course covers practical applications in the layout, preparation, and placement of industrial equipment including mechanical and electrical activity required to start up the equipment. Emphasis is placed on procedures for safely installing industrial equipment including start-up and debugging operations, coordination of mechanical/electrical/instrumentation, and other discipline activities. Upon completion, students should be able to effectively perform and/or coordinate all of the activities required for the installation of industrial equipment.

MEC 180	ENGINEERING MATERIALS	2	3	0	3

Prerequisite: None
Corequisite: None

This course covers the physical and mechanical properties of materials. Topics include testing, heat treating, ferrous and non-ferrous metals, plastics,

composites, and material selection. Upon completion, students should be able to specify basic tests and properties and select appropriate materials on the basis of specific properties.

		Class	Lab	Clin/ WExp	Credit Hours
MEC 236	LOCAL/REGIONAL MANUFACTURING	1	4	0	3

Prerequisite: None
Corequisite: None

This course introduces the local and regional manufacturing facilities. Emphasis is placed on on-site tours and interaction with manufacturing personnel. Upon completion, students should be able to identify local and regional manufacturers, their products, basic methods, personnel, and hiring standards.

		Class	Lab	Clin/ WExp	Credit Hours
MEC 240	MECHANICAL INSTALLATION I	1	6	0	3

Prerequisite: MEC 111
Corequisite: None

This course covers the assembling, setting, leveling, and aligning of non-precision equipment, including belt and chain drives, conveyors, shafts, presses, and hoists. Topics include site preparation, grouting, vibration control, safety guarding, lubrication, drawing interpretation, and use of basic millwright tools. Upon completion, students should be able to properly install mechanical systems consisting of basic drive train components.

		Class	Lab	Clin/ WExp	Credit Hours
MEC 241	MECHANICAL INSTALLATION II	1	6	0	3

Prerequisite: MEC 240
Corequisite: None

This course covers the assembling, setting, leveling, and aligning of precision machinery, including pumps, mixers, blenders, fillers, compressors, couplings, and other related equipment. Emphasis is placed on optical and electronic leveling systems, complex drive systems, dial indicators for precision alignment, and other installation and alignment devices. Upon completion, students should be able to properly install and align complex manufacturing components and equipment. *This course is a unique concentration requirement in the Mechanical concentration in the Industrial Construction Technology program.*

		Class	Lab	Clin/ WExp	Credit Hours
MEC 250	STATICS AND STRENGTH OF MATERIALS	4	3	0	5

Prerequisite: PHY 131 or PHY 151
Corequisite: None

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

	Class	Lab	Clin/ WExp	Credit Hours

MEDICAL ASSISTING

MED 110   ORIENTATION TO MED ASSISTING   1   0   0   1
Prerequisite: None
Corequisite: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 112   ORIENTATION TO THE CLINIC
               SETTING I   0   0   3   1
Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

This course provides an early opportunity to observe the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patients, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment.

MED 113   ORIENTATION TO THE CLINIC
               SETTING II   0   0   6   2
Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

This course provides an opportunity to observe and/or perform in the medical setting. Emphasis is placed on administrative and clinical medical assisting. Upon completion, students should be able to identify administrative and clinical procedures in the health care environment.

MED 114   PROFESSIONAL INTERACTION IN
               HEALTH CARE   1   0   0   1
Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

MED 118   MEDICAL LAW AND ETHICS   2   0   0   2
Prerequisite: None
Corequisite: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

| MED 121 | MEDICAL TERMINOLOGY I | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

| MED 122 | MEDICAL TERMINOLOGY II | 3 | 0 | 0 | 3 |

Prerequisite: MED 121
Corequisite: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

| MED 130 | ADMINISTRATIVE OFFICE PROCEDURES I | 1 | 2 | 0 | 2 |

Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

| MED 131 | ADMINISTRATIVE OFFICE PROCEDURES II | 1 | 2 | 0 | 2 |

Prerequisite: None
Corequisite: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

			Clin/	Credit
	Class	**Lab**	**WExp**	**Hours**

MED 134 MEDICAL TRANSCRIPTION 2 2 0 3
Prerequisite: MED 121
Corequisite: None

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140 EXAMINING ROOM PROCEDURES I 3 4 0 5
Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 LABORATORY PROCEDURES I 3 4 0 5
Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

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.

MED 180 CPR CERTIFICATION 0 2 0 1
Prerequisite: None
Corequisite: None

This course provides the basic knowledge and skills necessary to perform infant, child, and adult CPR and to manage foreign body airway obstruction. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to perform the infant, child, and adult CPR.

MED 232 MEDICAL INSURANCE CODING 1 3 0 2
Prerequisite: None
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours

MED 240   EXAMINING ROOM PROCEDURES II   3   4   0   5
Prerequisite: MED 140
Corequisite: None

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 260   MEDICAL CLINICAL EXTERNSHIP   0   0   15   5
Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262   CLINICAL PERSPECTIVES   1   0   0   1
Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264   MEDICAL ASSISTING OVERVIEW   2   0   0   2
Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270   SYMPTOMATOLOGY   2   2   0   3
Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students

should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

| MED 272 | DRUG THERAPY | 3 | 0 | 0 | 3 |

Prerequisite: Enrollment in the Medical Assisting program and MED 140
Corequisite: None

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

| MED 276 | PATIENT EDUCATION | 1 | 2 | 0 | 2 |

Prerequisite: Enrollment in the Medical Assisting program
Corequisite: None

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MARKETING AND RETAILING

| MKT 120 | PRINCIPLES OF MARKETING | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

| MKT 121 | RETAILING | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours

MKT 122   VISUAL MERCHANDISING — 3 — 0 — 0 — 3
Prerequisite: None
Corequisite: None

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays.

MKT 123   FUNDAMENTALS OF SELLING — 3 — 0 — 0 — 3
Prerequisite: None
Corequisite: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220   ADVERTISING AND SALES PROMOTION — 3 — 0 — 0 — 3
Prerequisite: None
Corequisite: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 223   CUSTOMER SERVICE — 3 — 0 — 0 — 3
Prerequisite: None
Corequisite: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MKT 224   INTERNATIONAL MARKETING — 3 — 0 — 0 — 3
Prerequisite: None
Corequisite: None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

		Class	Lab	Clin/ WExp	Credit Hours
MKT 225	MARKETING RESEARCH	3	0	0	3

Prerequisite: MKT 120
Corequisite: None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results.

		Class	Lab	Clin/ WExp	Credit Hours
MKT 227	MARKETING APPLICATIONS	3	0	0	3

Prerequisite: None
Corequisite: 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.

		Class	Lab	Clin/ WExp	Credit Hours
MKT 228	SERVICE MARKETING	3	0	0	3

Prerequisite: None
Corequisite: None

This course is designed to define service marketing, demonstrate its importance, and note its special characteristics. Topics include basic building blocks of service marketing, distinctive aspects of services, and applications of service marketing mix. Upon completion, students should be able to demonstrate a basic understanding of the marketing mix as it applies to the service industry.

MAINTENANCE

		Class	Lab	Clin/ WExp	Credit Hours
MNT 110	INTRODUCTION TO MAINTENANCE PROCEDURES	1	3	0	2

Prerequisite: None
Corequisite: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

		Class	Lab	Clin/ WExp	Credit Hours
MNT 111	MAINTENANCE PRACTICES	1	3	0	2

Prerequisite: MNT 110
Corequisite: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure, maintenance management software, and techniques such as

vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

MNT 220	RIGGING AND MOVING	1	3	0	2

Prerequisite: None
Corequisite: None

This course covers the principles of safe rigging practices for handling, placing, and moving heavy machinery and equipment. Topics include safety estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to relocate and set up equipment safely using accepted rigging practices.

MNT 230	PUMPS AND PIPING SYSTEMS	1	3	0	2

Prerequisite: None
Corequisite: None

This course covers pump installation and maintenance and related values and piping systems. Topics include various types of pump systems and their associated values, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MNT 240	INDUSTRIAL EQUIPMENT TROUBLESHOOTING	1	3	0	2

Prerequisite: ELC 112
Corequisite: None

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MAGNETIC RESONANCE IMAGING

MRI 210	MRI PHYSICS AND EQUIPMENT	3	0	0	3

Prerequisite: Enrollment in CT/MRI diploma or MRI certificate programs
Corequisite: None

This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.

	Class	Lab	Clin/ WExp	Credit Hours

MRI 211   MRI PROCEDURES   4   0   0   4
Prerequisite: Enrollment in CT/MRI diploma or MRI certificate programs
Corequisite: None

This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.

MRI 231   MRI CLINICAL PRACTICUM   0   0   33   11
Prerequisite: Enrollment in CT/MRI diploma or MRI certificate programs
Corequisite: None

This course provides experience in the magnetic resonance clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

MUSIC

MUS 110   MUSIC APPRECIATION   3   0   0   3
Prerequisite: None
Corequisite: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 112   INTRODUCTION TO JAZZ   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

NETWORKING TECHNOLOGY

		Class	Lab	Clin/ WExp	Credit Hours
NET 110	DATA COMMUNICATIONS/ NETWORKING	2	2	0	3

Prerequisite: CIS 110
Corequisite: None

This course introduce data communication and networking for those who have not received credit for NET 115. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking. At PCC, lab will introduce telecommunications software and hardware, and the netware operating system.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
NET 125	ROUTING AND SWITCHING I	1	4	0	3

Prerequisites: NET 110 or CIS 173
Corequisites : None

This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internetworking functions of the OSI Networking Layer and how they are performed in a variety of router types.

There is a $15.00 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
NET 126	ROUTING AND SWITCHING II	1	4	0	3

Prerequisites: NET 125
Corequisites : None

This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses.

There is a $15.00 lab fee for this course.

NUCLEAR MEDICINE

		Class	Lab	Clin/ WExp	Credit Hours
NMT 110	INTRODUCTION TO NUCLEAR MEDICINE	2	0	0	2

Prerequisite: Enrollment in Nuclear Medicine program
Corequisite: BIO 163

356

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.

		Class	Lab	Clin/ WExp	Credit Hours
NMT 110A	INTRODUCTION TO NUCLEAR MEDICINE LAB	0	3	0	1

Prerequisite: Enrollment in Nuclear Medicine program
Corequisite: NMT 110

This course is a laboratory to accompany NMT 110. Emphasis is placed on laboratory experiences that enhance material presented in NMT 110. Upon completion, students should be able to apply the laboratory experiences to the material presented in NMT 110.

		Class	Lab	Clin/ WExp	Credit Hours
NMT 126	NUCLEAR PHYSICS	2	0	0	2

Prerequisite: NMT 110
Corequisite: None

This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production of radionuclides with emphasis on radionuclide generators, and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course.

		Class	Lab	Clin/ WExp	Credit Hours
NMT 132	OVERVIEW-CLINICAL NUCLEAR MEDICINE	2	0	6	4

Prerequisite: NMT 110
Corequisite: None

This course is designed to familiarize students with the clinical practice of nuclear medicine. Emphasis is placed on the routine clinical procedures, radiopharmaceuticals and dosage, equipment manipulation, and basic patient care. Upon completion, students should be able to demonstrate integration of the principles covered in the classroom with the clinical experience.

		Class	Lab	Clin/ WExp	Credit Hours
NMT 134	NUCLEAR PHARMACY	2	0	0	2

Prerequisite: NMT 110
Corequisite: None

This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling, disposition, and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine.

NMT 136   HEALTH PHYSICS

	Class	Lab	Clin/ WExp	Credit Hours
	2	0	0	2

Prerequisite: NMT 110
Corequisite: None

This course covers the regulations and practices that ensure minimum exposure of patients, co-workers, and self to ionizing radiation. Topics include interactions of radiation with matter, protective practices, state and federal regulatory agencies and their directives, and methods of monitoring exposure. Upon completion, students should be able to demonstrate an understanding of the regulations and practices presented in the course.

NMT 211   NMT CLINICAL PRACTICE I   0   0   21   7
Prerequisite: NMT 132
Corequisite: None

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclide. Upon completion, students should be able to demonstrate performance of the procedures covered in the course.

NMT 212   PROCEDURES FOR NUCLEAR
            MEDICINE I   2   0   0   2
Prerequisite: NMT 132
Corequisite: None

This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures presented in the course.

NMT 212A   PROCEDURES FOR NUCLEAR
            MEDICINE I LAB   0   3   0   1
Prerequisite: NMT 132
Corequisite: NMT 212

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
Prerequisite: NMT 132
Corequisite: None

This course covers the principles of radiation biology. Emphasis is placed on a system's sensitivity to radiation, radiation pathology, and the biological effects of

	Class	Lab	Clin/ WExp	Credit Hours

radiation. Upon completion, students should be able to demonstrate an understanding of the effects of radiation in nuclear medicine.

NMT 215	NON-IMAGING INSTRUMENTATION	1	3	0	2

Prerequisite: NMT 132
Corequisite: None

This course covers the proper operation of various types of non-imaging equipment used in nuclear medicine. Emphasis is placed on principles of radiation detection, quality control procedures, various counting problems, and machine-specific operating procedures. Upon completion, students should be able to demonstrate the proper use of the devices discussed in the course.

NMT 218	COMPUTERS IN NUCLEAR MEDICINE	2	0	0	2

Prerequisite: NMT 132
Corequisite: None

This course provides a general introduction to the operation of computers and the application of computers to the field of nuclear medicine. Topics include number systems, major system components, input/output devices, and acquisition and processing of nuclear medicine images. Upon completion, students should be able to demonstrate an understanding of the concepts presented.

NMT 221	NMT CLINICAL PRACTICE II	0	0	21	7

Prerequisite: NMT 132
Corequisite: None

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course.

NMT 222	PROCEDURES FOR NUCLEAR MEDICINE II	2	3	0	3

Prerequisite: NMT 132
Corequisite: None

This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course.

NMT 222A	PROCEDURES FOR NUCLEAR MEDICINE II LAB	0	3	0	1

Prerequisite: NMT 132
Corequisite: NMT 222

This course is a laboratory to accompany NMT 222. Emphasis is placed on experiences that enhance material presented in NMT 222. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in NMT 222.

Course	Title	Class	Lab	Clin/WExp	Credit Hours
NMT 225	IMAGING INSTRUMENTATION	1	3	0	2

Prerequisite: NMT 132
Corequisite: None

This course covers the operations of various imaging equipment used in nuclear medicine. Emphasis is placed on planar and SPECT gamma cameras. Upon completion, students should be able to safely operate and evaluate performance characteristics of the equipment discussed in the course.

NURSING

Course	Title	Class	Lab	Clin/WExp	Credit Hours
NUR 110	NURSING I	5	3	6	8

Prerequisite: Admission to the Associate Degree Nursing program
Corequisite: None

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

Course	Title	Class	Lab	Clin/WExp	Credit Hours
NUR 120	NURSING II	5	3	6	8

Prerequisites: NUR 110 and 1st semester courses in curriculum master plan
Corequisite: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health.

Course	Title	Class	Lab	Clin/WExp	Credit Hours
NUR 130	NURSING III	4	3	6	7

Prerequisites: NUR 120 and 2nd semester courses in curriculum master plan
Corequisite: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health.

	Class	Lab	Clin/ WExp	Credit Hours

NUR 210 NURSING IV — Class 5, Lab 3, Clin/WExp 12, Credit Hours 10
Prerequisites: NUR 130 and 3rd semester courses in curriculum master plan
Corequisite: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health.

NUR 220 NURSING V — Class 4, Lab 3, Clin/WExp 15, Credit Hours 10
Prerequisites: NUR 210 and 4th semester courses in curriculum master plan
Corequisite: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations.

OPERATIONS MANAGEMENT

OMT 132 ISO 9000 STANDARDS — Class 3, Lab 0, Clin/WExp 0, Credit Hours 3
Prerequisite: None
Corequisite: None

This course covers the current version of the ISO 9000 series of standards. Topics include the ISO 9000 series of standards and proper implementation of these standards in an organization. Upon completion, students should be able to identify the proper ISO standard for registration and demonstrate a detailed understanding of each standard.

OMT 133 ISO 9000 INTERNAL AUDITOR — Class 3, Lab 0, Clin/WExp 0, Credit Hours 3
Prerequisite: OMT 132
Corequisite: None

This course covers the topics necessary in order to conduct an internal quality audit that complies with the proper ISO 9000 standard. Topics include audit planning, conducting internal audits, audit communication, and corrective action follow-up reports. Upon completion, students should be able to demonstrate a proficiency in auditing techniques for conducting internal quality audits.

	Class	Lab	Clin/ WExp	Credit Hours

OFFICE SYSTEMS TECHNOLOGY

OST 103	BASIC MEDICAL TERMINOLOGY	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces the construction of medical terms. Topics include Greek and Latin prefixes, combining forms, word roots, abbreviations, and symbols. Upon completion, students should be able to pronounce, spell, and define medical terms.

OST 131	KEYBOARDING	1	2	0	2

Prerequisite: None
Corequisite: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

There is a $7.50 lab fee for this course.

OST 134	TEXT ENTRY AND FORMATTING	3	2	0	4

Prerequisite: OST 131
Corequisite: None

This course is designed to provide the 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 mailable documents.

There is a $7.50 lab fee for this course.

OST 135	ADVANCED TEXT ENTRY AND FORMATTING	3	2	0	4

Prerequisite: OST 134
Corequisite: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

There is a $7.50 lab fee for this course.

OST 136	WORD PROCESSING	1	2	0	2

Prerequisite: OST 131 or permission by department chair
Corequisite: None

	Class	Lab	Clin/ WExp	Credit Hours

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
OST 137	OFFICE SOFTWARE APPLICATIONS	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.

There is a $7.50 lab fee for this course.

		Class	Lab	Clin/ WExp	Credit Hours
OST 148	MEDICAL CODING BILLING AND INSURANCE	3	0	0	3

Prerequisite: MED 122
Corequisite: None

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

		Class	Lab	Clin/ WExp	Credit Hours
OST 149	MEDICAL LEGAL ISSUES	2	0	0	2

Prerequisite: None
Corequisite: 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.

		Class	Lab	Clin/ WExp	Credit Hours
OST 164	TEXT EDITING APPLICATIONS	3	0	0	3

Prerequisite: ENG 095 or appropriate placement test score
Corequisite: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

	Class	Lab	Clin/ WExp	Credit Hours
OST 181 INTRO TO OFFICE SYSTEMS	3	0	0	3

Prerequisites: OST 131, OST 137
Corequisite: None

This course introduces the skills and abilities 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.

OST 184 RECORDS MANAGEMENT	1	2	0	2

Prerequisite: None
Corequisite: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

There is a $7.50 lab fee for this course.

OST 196 SEMINAR IN OFFICE SYSTEMS TECHNOLOGY	0	2	0	1

Prerequisite: None
Corequisite: None

This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions. Advanced computer technology will be introduced.

There is a $7.50 lab fee for this course.

OST 197 SEMINAR IN OFFICE SYSTEMS TECHNOLOGY	0	4	0	2

Prerequisite: None
Corequisite: None

This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions. Presentation and multimedia software will be introduced.

There is a $15.00 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours

OST 198   SEMINAR IN OFFICE SYSTEMS

		Class	Lab	Clin/ WExp	Credit Hours
	TECHNOLOGY	2	2	0	3

Prerequisite: None
Corequisite: None

This course provides an opportunity to explore topics of current interest.
Emphasis is placed on the development of critical listening skills and the
presentation of seminar issues. Upon completion, students should be able to
critically analyze issues and establish informed opinions. Use of electronic entry
and management of data will be presented.

There is a $7.50 lab fee for this course.

OST 223	MACHINE TRANSCRIPTION I	1	2	0	2

Prerequisites: OST 134, OST 136, and OST 164
Corequisite: None

This course covers the use of transcribing machines to produce mailable
documents. Emphasis is placed on appropriate formatting, advanced text editing
skills, and transcription techniques. Upon completion, students should be able to
transcribe documents into mailable copy.

There is a $7.50 lab fee for this course.

OST 224	MACHINE TRANSCRIPTION II	1	2	0	2

Prerequisite: OST 223
Corequisite: None

This course provides advanced transcription skills. Emphasis is placed on
specialized transcription features. Upon completion, students should be able to
transcribe complex business documents into mailable copy with minimal
assistance.

There is a $7.50 lab fee for this course.

OST 233	OFFICE PUBLICATIONS DESIGN	2	2	0	3

Prerequisite: OST 136
Corequisite: None

This course provides entry-level skills in using software with desktop publishing
capabilities. Topics include principles of page layout, desktop publishing
terminology and applications, and legal and ethical considerations of software use.
Upon completion, students should be able to design and produce professional
business documents and publications.

There is a $7.50 lab fee for this course.

	Class	Lab	Clin/ WExp	Credit Hours

OST 236   ADVANCED WORD/
             INFORMATION PROCESSING   2   2   0   3
Prerequisite: OST 136
Corequisite: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

There is a $7.50 lab fee for this course.

OST 241   MEDICAL OFFICE TRANSCRIPTION I   1   2   0   2
Prerequisites: MED 121 or OST 141, MED 122, OST 223
Corequisite: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

There is a $7.50 lab fee for this course.

OST 242   MEDICAL OFFICE TRANSCRIPTION II 1   2   0   2
Prerequisite: OST 241
Corequisite: None

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

There is a $7.50 lab fee for this course.

OST 243   MEDICAL OFFICE SIMULATION   2   2   0   3
Prerequisites: MED 122, OST 131, and OST 148
Corequisite: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

There is a $7.50 lab fee for this course.

OST 247   CPT CODING IN THE
                MEDICAL OFFICE   1   2   0   2
Prerequisites: OST 148 and MED 122 or OST 142
Corequisite: None

This course provides in-depth coverage of procedural coding. Emphasis is placed
on CPT and HCPCS rules for Medicare billing. Upon completion, students should
be able to properly code procedures and services performed by physicians in
ambulatory settings.

There is a $7.50 lab fee for this course.

OST 248   DIAGNOSTIC CODING   1   2   0   2
Prerequisites: OST 148 and MED 122 or OST 142
Corequisite: None

This courses provides an in-depth study of diagnostic coding for the medical office.
Emphasis is placed on ICD-9-CM codes used on superbills and other encounter
forms. Upon completion, students should be able to apply the principles of
diagnostic coding in the physician's office.

There is a $7.50 lab fee for this course.

OST 284   EMERGING TECHNOLOGIES   2   0   0   2
Prerequisite: OST 137 or permission by department chair
Corequisite: None

This course provides opportunities to explore emerging technologies. Emphasis is
placed on identifying, researching, and presenting current technological topics for
class consideration and discussion. Upon completion, students should be able to
understand the importance of keeping abreast of technological changes that affect
the office professional.

OST 286   PROFESSIONAL DEVELOPMENT   2   0   0   2
Prerequisite: None
Corequisite: None

This course covers the personal competencies and qualities needed to project a
professional image in the office. Topics include interpersonal skills, health
lifestyles, appearance, attitude, personal and professional growth, multicultural
awareness, and professional etiquette. Upon completion, students should be able
to demonstrate these attributes in the classroom, office, and society.

OST 289   OFFICE SYSTEMS MANAGEMENT   2   2   0   3
Prerequisites: OST 134, OST 136, and OST 164
Corequisite: None

This course provides a capstone course for the office professional. Topics include
administrative office procedures, imaging, communication techniques, ergonomics,

and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

There is a $7.50 lab fee for this course.

OCCUPATIONAL THERAPY ASSISTANT

		Class	Lab	Clin/WExp	Credit Hours
OTA 110	FUNDAMENTALS OF OT	2	3	0	3

Prerequisite: Enrollment in the Occupational Therapy Assistant program
Corequisite: BIO 165 or BIO 168

This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference.

		Class	Lab	Clin/WExp	Credit Hours
OTA 120	OT MEDIA I	1	3	0	2

Prerequisite: Enrollment in the Occupational Therapy Assistant program
Corequisite: OTA 110

This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations.

		Class	Lab	Clin/WExp	Credit Hours
OTA 130	ASSESSMENT SKILLS	2	3	0	3

Prerequisite: Enrollment in the Occupational Therapy Assistant program
Corequisite: OTA 110

This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills.

		Class	Lab	Clin/WExp	Credit Hours
OTA 140	PROFESSIONAL SKILLS I	0	3	0	1

Prerequisite: Enrollment in the Occupational Therapy Assistant program
Corequisite: OTA 110

This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and

368

therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling.

OTA 150	LIFE SPAN SKILLS I	2	3	0	3

Prerequisite: Enrollment in the Occupational Therapy Assistant program
Corequisites: PSY 241 and OTA 170

This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings.

OTA 161	FIELDWORK I-PLACEMENT 1	0	0	3	1

Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 162	FIELDWORK I-PLACEMENT 2	0	0	3	1

Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 163	FIELDWORK I-PLACEMENT 3	0	0	3	1

Prerequisites: OTA 120 and OTA 140
Corequisite: OTA 130

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.

		Class	Lab	Clin/ WExp	Credit Hours

OTA 170   PHYSICAL DYSFUNCTION   2   3   0   3
Prerequisite: OTA 130
Corequisite: None

This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment.

OTA 180   PSYCHOSOCIAL DYSFUNCTION   2   3   0   3
Prerequisites: OTA 130 and PSY 281
Corequisite: None

This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/socioeconomic/cultural contexts.

OTA 220   OT MEDIA II   1   6   0   3
Prerequisites: OTA 120 and OTA 130
Corequisite: CIS 111

This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes.

There is a $15.00 lab fee for this course.

OTA 240   PROFESSIONAL SKILLS II   0   3   0   1
Prerequisite: OTA 140
Corequisite: ENG 114

This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in

organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks. At PCC, students will also learn the role of the COTA in research.

		Class	Lab	Clin/ WExp	Credit Hours
OTA 250	LIFE SPAN SKILLS II	2	3	0	3

Prerequisite: Enrollment in the Occupational Therapy Assistant program
Corequisites: PSY 241, OTA 170, and OTA 180

This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings. At PCC, students will also use a case study format to sharpen clinical reasoning skills and enhance activity development.

		Class	Lab	Clin/ WExp	Credit Hours
OTA 260	FIELDWORK II-PLACEMENT 1	0	0	18	6

Prerequisite: Successful completion of all required OTA curriculum courses except OTA 261 and OTA 280
Corequisite: This course must be completed within 18 months of the completion of all other OTA course work

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

		Class	Lab	Clin/ WExp	Credit Hours
OTA 261	FIELDWORK II-PLACEMENT 2	0	0	18	6

Prerequisite: Successful completion of all required OTA curriculum courses except OTA 260 and OTA 280
Corequisite: This course must be completed within 18 months of the completion of all other OTA course work

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

	Class	Lab	Clin/ WExp	Credit Hours

PHYSICAL EDUCATION

PED 110	FIT AND WELL FOR LIFE	1	2	0	2

Prerequisite: None
Corequisite: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 111	PHYSICAL FITNESS I	0	3	0	1

Prerequisite: None
Corequisite: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 112	PHYSICAL FITNESS II	0	3	0	1

Prerequisite: PED 111
Corequisite: None

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 113	AEROBICS I	0	3	0	1

Prerequisite: None
Corequisite: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

	Class	Lab	Clin/ WExp	Credit Hours
PED 114 AEROBICS II	0	3	0	1

Prerequisite: PED 113
Corequisite: None

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

	Class	Lab	Clin/ WExp	Credit Hours
PED 115 STEP AEROBICS I	0	3	0	1

Prerequisite: None
Corequisite: None

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

	Class	Lab	Clin/ WExp	Credit Hours
PED 116 STEP AEROBICS II	0	3	0	1

Prerequisite: PED 115
Corequisite: None

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

	Class	Lab	Clin/ WExp	Credit Hours
PED 117 WEIGHT TRAINING I	0	3	0	1

Prerequisite: None
Corequisite: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *his course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

	Class	Lab	Clin/ WExp	Credit Hours
PED 118 WEIGHT TRAINING II	0	3	0	1

Prerequisite: PED 117
Corequisite: None

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
PED 125	SELF-DEFENSE-BEGINNING	0	2	0	1

Prerequisite: None
Corequisite: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
PED 126	SELF-DEFENSE-INTERMEDIATE	0	2	0	1

Prerequisite: PED 125
Corequisite: None

This course is designed to aid students in building on the techniques and skills developed in PED 127. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
PED 128	GOLF-BEGINNING	0	2	0	1

Prerequisite: None
Corequisite: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
PED 129	GOLF-INTERMEDIATE	0	2	0	1

Prerequisite: PED 128
Corequisite: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a

recreational round of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 130	TENNIS-BEGINNING	0	2	0	1

Prerequisite: None
Corequisite: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *his course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 131	TENNIS-INTERMEDIATE	0	2	0	1

Prerequisite: PED 130
Corequisite: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, strokes, pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 137	BADMINTON	0	2	0	1

Prerequisite: None
Corequisite: None

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 139	BOWLING-BEGINNING	0	2	0	1

Prerequisite: None
Corequisite: None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 142	LIFETIME SPORTS	0	2	0	1

Prerequisite: None
Corequisite: None

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of

lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 143	VOLLEYBALL-BEGINNING	0	2	0	1

Prerequisite: None
Corequisite: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 144	VOLLEYBALL-INTERMEDIATE	0	2	0	1

Prerequisite: PED 143
Corequisite: None

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 148	SOFTBALL	0	2	0	1

Prerequisite: None
Corequisite: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 150	BASEBALL/BEGINNING	0	3	0	1

Prerequisite: None
Corequisite: None

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 151	BASEBALL/INTERMEDIATE	0	3	0	1

Prerequisite: PED 151
Corequisite: None

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 220	EXERCISE FOR THE PHYSICALLY				
	CHALLENGED	0	2	0	1

Prerequisite: None
Corequisite: None

This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well being. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 252	OFFICIATING/BASEBALL/SOFTBALL	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 254	COACHING BASKETBALL	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 255	COACHING FOOTBALL	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces the theory and methods of coaching football. Emphasis is placed on rules, game strategies, and selected techniques of coaching football. Upon completion, students should be able to demonstrate competent coaching

skills in football. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 256	COACHING BASEBALL	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 257	COACHING SOCCER	1	2	0	2

Prerequisite: None
Corequisite: None

This course introduces the theory and methods of coaching soccer. Emphasis is placed on rules, game strategies, and selected techniques of coaching soccer. Upon completion, students should be able to demonstrate competent coaching skills in soccer. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/WExp	Credit Hours
PED 259	PREV AND CARE ATH INJURIES	1	2	0	2

Prerequisite: None
Corequisite: None

This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PIPE FITTING

		Class	Lab	Clin/WExp	Credit Hours
PFT 111	PIPING AND VALVES	3	3	0	4

Prerequisite: None
Corequisite: None

This course introduces the terminology, uses, types, and components of metallic and nonmetallic industrial piping systems. Topics include identification and application of valves and fittings, joining techniques, drawing interpretation, and the safe installation of piping systems. Upon completion, students should be able to select the proper materials and equipment to safely construct basic industrial piping systems in accordance with design drawing.

		Class	Lab	Clin/ WExp	Credit Hours

PFT 211   PIPING SYSTEMS INSTALLATION   3   3   0   4
Prerequisite: PFT 111
Corequisite: None

This course covers procedures for cutting, threading, welding, supporting, testing, and installing complex piping systems. Topics include pipe setup, cutting/installing gaskets, fluid flow, pipe support methods, piping layout, and other related topics. Upon completion, students should be able to select the proper materials and equipment to safely construct complex industrial piping systems.

PFT 212   PIPING SYSTEMS MAINTENANCE
**   AND REPAIR   2   3   0   3**
Prerequisite: PFT 211
Corequisite: None

This course covers procedures for the proper maintenance and repair of industrial and process piping components. Topics include maintenance and repair of pipes, valves, strainers, heat exchangers, steam traps, boiler tubes, and other piping-system devices. Upon completion, students should be able to maintain, repair, and test piping-system components found in complex industrial operations.

PHILOSOPHY

PHI 210   HISTORY OF PHILOSOPHY   3   0   0   3
Prerequisite: ENG 111
Corequisite: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 230   INTRODUCTION TO LOGIC   3   0   0   3
Prerequisite: ENG 111
Corequisite: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved to satisfy the Comprehensive Articulation Agreement for pre-major and/or elective course requirements..*

	Class	Lab	Clin/WExp	Credit Hours
PHI 240 INTRODUCTION TO ETHICS	3	0	0	3

Prerequisite: ENG 111
Corequisite: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHYSICS

	Class	Lab	Clin/WExp	Credit Hours
PHY 110 CONCEPTUAL PHYSICS	3	0	0	3

Prerequisite: ENG 095
Corequisite: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

	Class	Lab	Clin/WExp	Credit Hours
PHY 110A CONCEPTUAL PHYSICS LAB	0	2	0	1

Prerequisite: ENG 095
Corequisite: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

	Class	Lab	Clin/WExp	Credit Hours
PHY 131 PHYSICS-MECHANICS	3	2	0	4

Prerequisite: MAT 121 or MAT 161
Corequisite: 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.

	Class	Lab	Clin/ WExp	Credit Hours
PHY 151 COLLEGE PHYSICS I	3	2	0	4

Prerequisite: MAT 161 or MAT 171
Corequisite: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

	Class	Lab	Clin/ WExp	Credit Hours
PHY 152 COLLEGE PHYSICS II	3	2	0	4

Prerequisite: PHY 151
Corequisite: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

	Class	Lab	Clin/ WExp	Credit Hours
PHY 251 GENERAL PHYSICS I	3	3	0	4

Prerequisites: MAT 271
Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

	Class	Lab	Clin/ WExp	Credit Hours
PHY 252 GENERAL PHYSICS II	3	3	0	4

Prerequisites: MAT 272 and PHY 251
Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-

current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PLUMBING

PLU 111	INTRO TO BASIC PLUMBING	1	3	0	2

Prerequisites: None
Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

POLITICAL SCIENCE

POL 120	AMERICAN GOVERNMENT	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course.*

POL 130	STATE AND LOCAL GOVERNMENT	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

	Class	Lab	Clin/ WExp	Credit Hours

PSYCHOLOGY

PSY 102	HUMAN RELATIONS	2	0	0	2

Prerequisite: None
Corequisite: None

This course covers the skills necessary to handle human relationships effectively. Topics include self-understanding, interpersonal communication, group dynamics, leadership skills, diversity, time and stress management, and conflict resolution with emphasis on work relationships. Upon completion, students should be able to demonstrate improved personal and interpersonal effectiveness.

PSY 115	STRESS MANAGEMENT	2	0	0	2

Prerequisite: None
Corequisite: None

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.

PSY 118	INTERPERSONAL PSYCHOLOGY	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 135	GROUP PROCESSES	3	0	0	3

Prerequisite: None
Corequisite: None

This course provides an examination of group dynamics and structure. Topics include team-building, interpersonal communication, leadership, decision making, and problem solving. Upon completion, students should be able to demonstrate the knowledge and skills necessary for effective group participation.

PSY 141	PSYCH OF DEATH AND DYING	3	0	0	3

Prerequisite: None
Corequisite: None

This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical

dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

PSY 150	GENERAL PSYCHOLOGY	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 211	PSYCHOLOGY OF ADJUSTMENT	3	0	0	3

Prerequisite: PSY 150
Corequisite: None

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PSY 241	DEVELOPMENTAL PSYCHOLOGY	3	0	0	3

Prerequisite: PSY 150
Corequisite: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 243	CHILD PSYCHOLOGY	3	0	0	3

Prerequisite: PSY 150
Corequisite: None

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for

interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

		Class	Lab	Clin/ WExp	Credit Hours
PSY 255	INTRODUCTION TO EXCEPTIONALITY	3	0	0	3

Prerequisite: PSY 150
Corequisite: None

This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

		Class	Lab	Clin/ WExp	Credit Hours
PSY 256	EXCEPTIONAL CHILDREN	3	0	0	3

Prerequisite: PSY 150
Corequisite: 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	Clin/ WExp	Credit Hours
PSY 265	BEHAVIORAL MODIFICATION	3	0	0	3

Prerequisite: PSY 150
Corequisite: None

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

		Class	Lab	Clin/ WExp	Credit Hours
PSY 281	ABNORMAL PSYCHOLOGY	3	0	0	3

Prerequisite: PSY 150
Corequisite: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

	Class	Lab	Clin/ WExp	Credit Hours

RADIOGRAPHY

RAD 110	RADIOGRAPHY INTRODUCTION AND PATIENT CARE	2	3	0	3

Prerequisite: Enrollment in Radiography program
Corequisites: RAD 111 and RAD 151 and BIO 163

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.

RAD 111	RADIOGRAPHIC PROCEDURES I	3	3	0	4

Prerequisite: Enrollment in the Radiography program
Corequisites: RAD 110 and RAD 151

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112	RADIOGRAPHIC PROCEDURES II	3	3	0	4

Prerequisites: RAD 110, RAD 111, and RAD 151 and BIO 163
Corequisites: RAD 121 and RAD 161

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121	RADIOGRAPHIC IMAGING I	2	3	0	3

Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 161

This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.

RAD 122	RADIOGRAPHIC IMAGING II	1	3	0	2

Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 131 and RAD 171

This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.

	Class	Lab	Clin/ WExp	Credit Hours

RAD 131   RADIOGRAPHIC PHYSICS I   1   3   0   2
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 171

This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.

RAD 151   RAD CLINICAL EDUCATION I   0   0   6   2
Prerequisite: Enrollment in the Radiography program
Corequisites: RAD 110 and RAD 111

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161   RAD CLINICAL EDUCATION II   0   0   15   5
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 121

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax, and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171   RAD CLINICAL EDUCATION III   0   0   12   4
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 131

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211   RADIOGRAPHIC PROCEDURES III   2   3   0   3
Prerequisites: RAD 112 and RAD 122
Corequisites: RAD 231, RAD 241, and RAD 251

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.

	Class	Lab	Clin/ WExp	Credit Hours

RAD 231   RADIOGRAPHIC PHYSICS II   1   3   0   2
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 241, and RAD 251

This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.

RAD 241   RADIATION PROTECTION   2   0   0   2
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 251

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245   RADIOGRAPHIC ANALYSIS   2   3   0   3
Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisite: RAD 261

This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.

RAD 251   RAD CLINICAL EDUCATION IV   0   0   21   7
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 241

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261   RAD CLINICAL EDUCATION V   0   0   21   7
Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisite: RAD 245

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of

388

clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RESPIRATORY CARE

		Class	Lab	Clin/WExp	Credit Hours
RCP 110	INTRODUCTION TO RESPIRATORY CARE	3	3	0	4

Prerequisite: Enrollment in the Respiratory Care Program
Corequisite: None

This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

		Class	Lab	Clin/WExp	Credit Hours
RCP 111	THERAPEUTICS/DIAGNOSTICS	4	3	0	5

Prerequisite: RCP 110
Corequisite: None

This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

		Class	Lab	Clin/WExp	Credit Hours
RCP 112	PATIENT MANAGEMENT	3	3	0	4

Prerequisite: RCP 111
Corequisite: None

This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

		Class	Lab	Clin/WExp	Credit Hours
RCP 113	RCP PHARMACOLOGY	2	0	0	2

Prerequisite: Enrollment in the Respiratory Care Program
Corequisite: None

This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations.

	Class	Lab	Clin/ WExp	Credit Hours

RCP 114   CARDIOPULMONARY ANATOMY
           AND PHYSIOLOGY   3   0   0   3
Prerequisite: BIO 163
Corequisite: None

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

RCP 115   CARDIOPULMONARY
           PATHOPHYSIOLOGY   2   0   0   2
Prerequisite: BIO 163
Corequisite: None

This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 135   RCP CLINICAL PRACTICE I   0   0   15   5
Prerequisite: Enrollment in the Respiratory Care Program
Corequisite: RCP 110

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 145   RCP CLINICAL PRACTICE II   0   0   15   5
Prerequisite: RCP 110
Corequisite: RCP 111

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 153   RCP CLINICAL PRACTICE III 0   0   9   3
Prerequisite: RCP 111
Corequisite: RCP 112

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.

RCP 210   CRITICAL CARE CONCEPTS   3   3   0   4
Prerequisite: Successful completion of three semesters of the Respiratory Care
               Program
Corequisite: None

This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

		Class	Lab	Clin/WExp	Credit Hours
RCP 211	ADVANCED MONITORING/ PROCEDURES	3	3	0	4

Prerequisite: RCP 210
Corequisite: None

This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.

		Class	Lab	Clin/WExp	Credit Hours
RCP 214	NEONATAL/PEDIATRIC RESPIRATORY CARE	1	3	0	2

Prerequisite: RCP 111
Corequisite: None

This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.

		Class	Lab	Clin/WExp	Credit Hours
RCP 215	CAREER PREPARATION-ADVANCED LEVEL	0	3	0	1

Prerequisite: Enrollment in the Respiratory Care Program
Corequisite: None

This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.

		Class	Lab	Clin/WExp	Credit Hours
RCP 235	RCP CLINICAL PRACTICE IV	0	0	15	5

Prerequisite: RCP 111
Corequisite: RCP 210

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

	Class	Lab	Clin/ WExp	Credit Hours
RCP 247 RCP CLINICAL PRACTICE V	0	0	21	7

Prerequisite: RCP 210
Corequisite: RCP 211

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.

REAL ESTATE APPRAISAL

	Class	Lab	Clin/ WExp	Credit Hours
REA 101 INTRODUCTION TO REAL ESTATE APPRAISAL R-1	2	0	0	2

Prerequisite: None
Corequisite: None

This course provides an introduction to the entire valuation process, with specific coverage of residential neighborhood and property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for REA 102. *This course is required for the Real Estate Appraisal certificate.*

	Class	Lab	Clin/ WExp	Credit Hours
REA 102 VALUATION PRINCIPLES AND PRACTICES R-2	2	0	0	2

Prerequisite: REA 101
Corequisite: None

This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR). *This course is required for the Real Estate Appraisal certificate.*

	Class	Lab	Clin/ WExp	Credit Hours
REA 103 APPLIED RESIDENTIAL PROPERTY VALUATION R-3	2	0	0	2

Prerequisite: REA 102
Corequisite: None

This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement Act (FIRREA), Uniform Standards of Professional Appraisal Practice (USPAP), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination and to enroll in REA 201. *This course is required for the Real Estate Appraisal certificate.*

	Class	Lab	Clin/ WExp	Credit Hours

**REA 201   INTRODUCTION TO INCOME
             PROPERTY APPRAISAL G-1**   2   0   0   2
Prerequisite: REA 103
Corequisite: None

This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination. *This course is required for the Real Estate Appraisal certificate.*

**REA 202   ADVANCED INCOME
             CAPITALIZATION PROCEDURES G-2**   2   0   0   2
Prerequisite: REA 201
Corequisite: A financial calculator is required for this course

This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques. *This course is required for the Real Estate Appraisal certificate.*

**REA 203   APPLIED INCOME PROPERTY
             VALUATION G-3**   2   0   0   2
Prerequisite: REA 202
Corequisite: None

This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination. *This course is required for the Real Estate Appraisal certificate.*

RELIGION

REL 110   WORLD RELIGIONS   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the*

	Class	Lab	Clin/ WExp	Credit Hours

Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 211	INTRODUCTION TO THE OLD TESTAMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212	INTRODUCTION TO THE NEW TESTAMENT	3	0	0	3

Prerequisite: None
Corequisite: None

This course is a survey of the literature of first century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REAL ESTATE

RLS 112	REAL ESTATE FUNDAMENTALS	4	0	0	4

Prerequisite: None
Corequisite: None

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

RLS 113	REAL ESTATE MATHEMATICS	2	0	0	2

Prerequisite: None
Corequisite: None

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial

394

calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

RLS 114	REAL ESTATE BROKERAGE	2	0	0	2

Prerequisite: RLS 112 or current Real Estate license
Corequisite: None

This course provides basic instruction in the various real estate brokerage operations, including trust account records and procedures. Topics include establishing a brokerage firm, management concepts and practices, personnel and training, property management, advertising and publicity, records and bookkeeping systems, and financial operations. Upon completion, students should be able to establish, operate, and manage a realty brokerage practice in a manner which protects and serves the public interest.

RLS 115	REAL ESTATE FINANCE	2	0	0	2

Prerequisite: RLS 112 or current Real Estate license
Corequisite: None

This course provides advanced instruction in financing real estate transactions and real property valuation. Topics include sources of mortgage funds, financing instruments, mortgage types, loan underwriting, essential mathematics, and property valuation. Upon completion, students should be able to demonstrate knowledge of real estate finance necessary to act as real estate brokers.

RLS 116	REAL ESTATE LAW	2	0	0	2

Prerequisite: RLS 112 or current Real Estate license
Corequisite: None

This course provides advanced instruction in legal aspects of real estate brokerage. Topics include property ownership and interests, brokerage relationships, agency law, contracts, settlement statements, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate knowledge of laws relating to real estate brokerage necessary to act as real estate brokers.

RADIATION THERAPY TECHNOLOGY

RTT 121	SPECIAL IMAGING	2	0	0	2

Prerequisites: RAD 121 and RTT 151
Corequisites: BIO 271 and RTT 161

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 planing.

	Class	Lab	Clin/ WExp	Credit Hours

RTT 161   RTT CLINICAL EDUCATION III   0   0   6   2
Prerequisites: RAD 121 and RTT 151
Corequisites: BIO 271 and RTT 121

This course provides the opportunity to become proficient in basic procedures and gain experience in advanced areas. Emphasis is placed on special imaging areas to include computed tomography and magnetic resonance imaging with an introduction to radiation therapy. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 210   RADIOBIOLOGY   2   0   0   2
Prerequisites: BIO 271, RTT 121, and RTT 161,
Corequisites: RTT 220, RTT 221, RTT 233, and RTT 238 or 240

This course focuses on the biological effects of ionizing radiation, tissue sensitivity, and tissue response to radiation. Emphasis is placed on methods of radiation protection applicable to tumor localization and treatment delivery. Upon completion, students should be able to demonstrate an understanding of the effects of ionizing radiation on the body.

RTT 220   RADIATION THERAPY ORIENTATION   2   0   0   2
Prerequisites: BIO 271, RTT 121, and RTT 161,
Corequisites: RTT 210, RTT 221, RTT 233, and RTT 238 or 240

This course introduces the operations of radiation therapy departments. Emphasis is placed on patient care in the clinical setting, familiarization with therapy equipment, and the role of the radiation therapist. Upon completion, students should be able to demonstrate an understanding of the roles of a radiation therapist.

RTT 221   CLINICAL ONCOLOGY I   2   0   0   2
Prerequisites: BIO 271, RTT 121, and RTT 161
Corequisites: RTT 210, RTT 220, RTT 233, and RTT 240

This course introduces the principles of carcinogenesis and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

RTT 222   CLINICAL ONCOLOGY II   2   0   0   2
Prerequisites: RTT 210, RTT 220, RTT 221, RTT 233, and RTT 240
Corequisites: BIO 271 and RTT 231, RTT 241

This course continues the study of neoplasia in relation to specific anatomical systems. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

RTT 232   RADIATION THERAPY PROCEDURES 2   0   0   2
Prerequisites: RTT 222, RTT 234, and RTT 241
Corequisite: RTT 246

This course covers routine and new techniques in simulation and treatment procedures. Emphasis is placed on treatment choices relative to the tumor site and modality selected. Upon completion, students should be able to demonstrate an understanding of basic and advanced treatment procedures.

RTT 233   RADIATION THERAPY PHYSICS   2   0   0   2
Prerequisites: BIO 271, RTT 122, and RTT 161
Corequisites: RTT 210, RTT 220, RTT 221, and RTT 240

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 a knowledge of radiation interactions and dose measurement procedures as they apply to radiation safety.

RTT 234   CLINICAL DOSIMETRY   1   3   0   2
Prerequisites: RTT 210, RTT 220, RTT 221, RTT 233, RTT 240
Corequisites: RTT 222 and RTT 241

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 a knowledge of dosimetry procedures used to treat various neoplasms.

RTT 240   RTT CLINICAL EDUCATION IV   0   0   18   6
Prerequisites: BIO 271, RTT 121, and RTT 161
Corequisites: RTT 210, RTT 220, RTT 221, and RTT 233

This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RTT 241   RTT CLINICAL EDUCATION V   0   0   21   7
Prerequisites: RTT 210, RTT 220, RTT 221, and RTT 233
Corequisites: RTT 222 and RTT 231

This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

	Class	Lab	Clin/ WExp	Credit Hours

RTT 246   RTT CLINICAL EDUCATION VI   0   0   18   6
Prerequisites: RTT 222, RTT 234, and RTT 241
Corequisite: RTT 232

This course promotes clinical practice on a more independent level of performance. Emphasis is placed on the utilization of equipment, patient care techniques, and treatment considerations for more complicated radiation therapy procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

SUBSTANCE ABUSE

SAB 130   ADDICTIVE BEHAVIORS   3   0   0   3
Prerequisite: PSY 150 or permission of instructor
Corequisite: None

This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.

SOCIOLOGY

SOC 210   INTRODUCTION TO SOCIOLOGY   3   0   0   3
Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213   SOCIOLOGY OF THE FAMILY   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and

change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class	Lab	Clin/ WExp	Credit Hours
SOC 215	GROUP PROCESSES	3	0	0	3

Prerequisite: None
Corequisite: None

This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context.

		Class	Lab	Clin/ WExp	Credit Hours
SOC 220	SOCIAL PROBLEMS	3	0	0	3

Prerequisite: ENG 095 or appropriate Reading Placement Test score
Corequisite: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course has been designated a Writing Intensive course.*

		Class	Lab	Clin/ WExp	Credit Hours
SOC 225	Social Diversity	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

		Class	Lab	Clin/ WExp	Credit Hours
SOC 252	SOCIOLOGY OF WORK	3	0	0	3

Prerequisite: None
Corequisite: None

This course provides an understanding of the work experience in terms of rewards, satisfaction, exploitation, alienation, and institutional function and structure. Topics include an examination of industrial, professional, office, and executive work settings in relation to technology, management, and career opportunities. Upon completion, students should be able to understand work in its changing roles, institutions, and economic impact. *This course has been approved to satisfy*

the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SONOGRAPHY

SON 110	INTRODUCTION TO SONOGRAPHY	1	3	3	3

Prerequisite: Enrollment in the Medical Sonography
or Cardiovascular Sonography programs
Corequisite: SON 130

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.

SON 111	SONOGRAPHIC PHYSICS	3	3	0	4

Prerequisite: CVS 163 or SON 110
Corequisite: None

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

SON 120	SON CLINICAL EDUCATION I	0	0	15	5

Prerequisite: SON 110
Corequisite: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 121	SON CLINICAL EDUCATION II	0	0	15	5

Prerequisite: SON 120
Corequisite: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 130	ABDOMINAL SONOGRAPHY I	2	3	0	3

Prerequisite: Enrollment in the Medical Sonography program
Corequisite: None

400

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.

SON 131	ABDOMINAL SONOGRAPHY II	1	3	0	2

Prerequisite: SON 130
Corequisite: None

This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

SON 140	GYNECOLOGICAL SONOGRAPHY	2	0	0	2

Prerequisite: SON 110 or enrollment in the Medical Sonography program
Corequisite: None

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

SON 220	SON CLINICAL EDUCATION III	0	0	24	8

Prerequisites: SON 110 and SON 121
Corequisite: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 221	SON CLINICAL EDUCATION IV	0	0	24	8

Prerequisite: SON 220
Corequisite: None

This course provides continued active participation off-campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 225	CASE STUDIES	0	3	0	1

Prerequisite: SON 110 or CVS 163 or Enrollment in the Cardiovascular or Medical Sonography program
Corequisite: None

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate

patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

| SON 241 | OBSTETRICAL SONOGRAPHY I | 2 | 0 | 0 | 2 |

Prerequisite: SON 110 or enrollment in the Medical Sonography certificate program
Corequisite: None

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

| SON 242 | OBSTETRICAL SONOGRAPHY II | 2 | 0 | 0 | 2 |

Prerequisite: SON 241
Corequisite: None

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

| SON 250 | VASCULAR SONOGRAPHY | 1 | 3 | 0 | 2 |

Prerequisite: SON 111
Corequisite: None

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

| SON 289 | SONOGRAPHIC TOPICS | 2 | 0 | 0 | 2 |

Prerequisites: SON 110 and SON 220
Corequisite: SON 221

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

SPANISH

| SPA 111 | ELEMENTARY SPANISH I | 3 | 0 | 0 | 3 |

Prerequisite: None
Corequisite: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish, and to demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112	ELEMENTARY SPANISH II	3	0	0	3

Prerequisite: SPA 111
Corequisite: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish, and to demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 211	INTERMEDIATE SPANISH I	3	0	0	3

Prerequisite: SPA 112
Corequisite: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212	INTERMEDIATE SPANISH II	3	0	0	3

Prerequisite: SPA 211
Corequisite: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

WELDING

WLD 110	CUTTING PROCESSES	1	3	0	2

Prerequisite: None
Corequisite: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

| WLD 112 | BASIC WELDING PROCESSES | 1 | 3 | 0 | 2 |

Prerequisite: None
Corequisite: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

| WLD 115 | SMAW (STICK) PLATE | 2 | 9 | 0 | 5 |

Prerequisite: None
Corequisite: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

| WLD 116 | SMAW (STICK) PLATE/PIPE | 1 | 9 | 0 | 4 |

Prerequisite: WLD 115
Corequisite: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

| WLD 121 | GMAW (MIG) FCAW/PLATE | 2 | 6 | 0 | 4 |

Prerequisite: None
Corequisite: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup, fillet, and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

| WLD 122 | GMAW (MIG) PLATE/PIPE | 1 | 6 | 0 | 3 |

Prerequisite: WLD 121
Corequisite: None

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131	GTAW (TIG) PLATE	2	6	0	4

Prerequisite: None
Corequisite: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132	GTAW (TIG) PLATE/PIPE	1	6	0	3

Prerequisite: WLD 131
Corequisite: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141	SYMBOLS AND SPECIFICATIONS	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 151	FABRICATION I	2	6	0	4

Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131
Corequisite: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 215	SMAW (STICK) PIPE	1	9	0	4

Prerequisite: WLD 115 or WLD 116
Corequisite: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 251	FABRICATION II	1	6	0	3

Prerequisite: WLD 151
Corequisite: None

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

WLD 262	INSPECTION AND TESTING	2	2	0	3

Prerequisite: None
Corequisite: None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

INDEX

Pitt Community College

Is An Equal Opportunity Institution
And
It Is An Equal Opportunity Employer

The College's Title IX and 504 Coordinators are as follows:

For Employees: Debra McGowan, Director of Human Resources
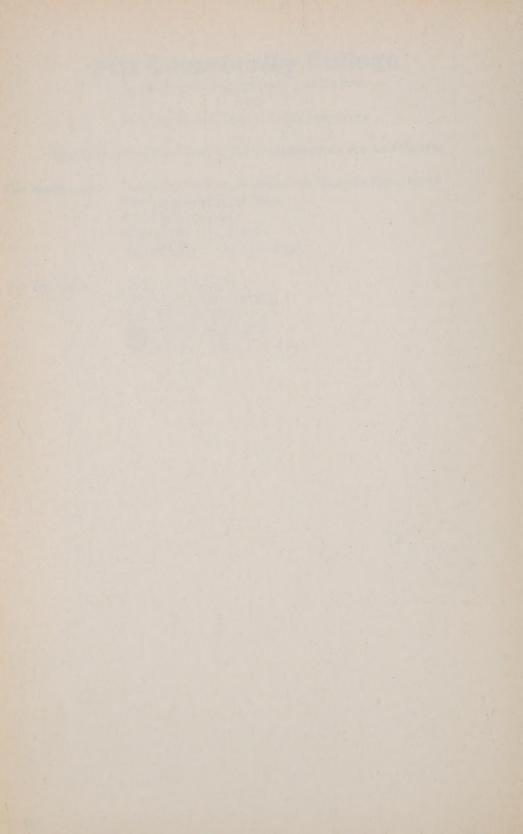Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
Telephone: 252-321-4289

For Students: Dean of Students
Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
Telephone: 252-321-4211