



The Catalog
Spring 2012

www.pamlicocc.edu
252-249-1851

5049 Hwy 306 South
PO Box 185
Grantsboro, NC 28529

PAMLICO COMMUNITY COLLEGE

is accredited
by the Commission on Colleges of the
Southern Association of Colleges and Schools;
1866 Southern Lane, Decatur, Georgia 30033-4097;
Telephone: 404-679-4501;
to award Associate Degrees, Diplomas, and Certificates;

is approved
for the training of veterans and eligible dependents;
and is a member institution of the North Carolina
Community College System and
The American Association of Community Colleges.

The Electroneurodiagnostic Technology Program and
the Medical Assisting Program are accredited
by the Commission on Accreditation of
Allied Health Education Programs (CAAHEP),
1361 Park St., Clearwater, FL 33756;
Telephone number: 727-210-2350.

5049 Highway 306 South
Post Office Box 185
Grantsboro, NC 28529-0185 (252) 249-1851

www.pamlicocc.edu

The logo for Pamlico Community College features the word "PAMLICO" in a large, serif font. The letter "I" is replaced by a stylized lighthouse tower with a beam of light extending from the top. Below "PAMLICO" is the text "COMMUNITY COLLEGE" in a smaller, all-caps, sans-serif font. The entire logo is enclosed in a thin black rectangular border.

PAMLICO
COMMUNITY COLLEGE

The legal and corporate name of the institution is:

"Pamlico Community College"

The provisions of this publication are not regarded as an irrevocable contract between the student and Pamlico Community College. The College reserves the right to make changes in regulations and courses, when deemed necessary. The College further reserves the right, at any time, to request the student to withdraw when it considers such action to be in the best interest of the College.

Student Financial Aid Consumer Information

Information about financial assistance and other data required by the U. S. Office of Education is available in this publication. Additional information is also available in the Division of Student Services.

The average rate of persistence toward degree completion of students at PCC is available in the Division of Student Services.

Non-Discrimination

Pamlico Community College does not discriminate in its educational programs, activities, or employment on the basis of sex, age, disability, race, color, national origin, sexual orientation or religion. For information about Title IX contact the Chair of Library Services/Cultural Enrichment Programs; Section 504, contact the Vice President of Administrative Services.



Welcome to Pamlico Community College!

Thank you for your interest in Pamlico Community College. We are truly honored that you are considering continuing your education with us. We are also confident that in doing so, you will have made the right choice!

Please explore our catalog and website as you determine what course of study is right for you. You are encouraged to come to campus and talk to our counselors, advisors, instructors, and administrators as you verify your program interests. Everyone at the college is here because of you, so take advantage of the services we provide, both before and after you enroll.

Education is one of the few things in life that once you have it, it is yours forever. Pamlico Community College eagerly awaits the opportunity to serve you. Please let us know how we can.

Thank you again for your interest in PCC.

**Cleve H. Cox
President**

Contents

Academic Calendar 2011-2012

Fall Semester 2011 (August 15 – December 12)

Tentative

Aug 5 - Fri	Last day of summer work schedule for staff
Aug 8 - Mon	Faculty Returns
Aug 9, 10 - Tue & Wed	Fall Registration 8:30am-7:00pm
Aug 15 - Mon	Fall curriculum classes begin
Aug 19 - Fri	Last day to register/add
Aug 24 - Wed	Last day to drop/receive partial refund
Sept 5 – Mon	Labor Day / College Closed
Oct 10, 11 - Mon & Tue	Fall Break / Faculty Vacation
Oct 20 - Thur	Last day to withdraw without penalty
Nov 14-18 – Mon-Fri	Spring Advising/Pre-registration
Nov 23 - Wed	Faculty Vacation
Nov 24, 25 - Thur & Fri	Thanksgiving College Closed
Dec 12 - Mon	Last day of classes
Dec 13, 14 – Tue & Wed	Faculty workday
Dec 15 – 20 –Thur-Tue	Grades due on WebAdvisor 12pm on 12/13.
Dec 21 – 23 – Wed-Fri	Faculty Vacation
Dec 26 – 29 – Mon-Thur	College Closed
Dec 30 - Fri	No classes
	College Closed

Spring Semester 2011 (January 09 – May 09)

Jan 2 - Mon	Faculty Returns
Jan 3, 4 – Tue & Wed	Spring Reg. 8:30am – 7:00pm
Jan 9 - Mon	Spring curriculum classes begin
Jan 13 - Fri	Last day to register/ add
Jan 16 - Mon	College Closed / Martin Luther King Jr.
Jan 19- Thu	Last day to drop and receive partial refund
Mar 14 - Wed	Last day to withdraw without penalty
Apr 5 - Thu	Summer Advising/ Pre-registration
Apr 9 - Mon	Monday - Easter Holiday / College Closed
Apr 10-13 - Tue-Fri	Spring Break / Faculty Vacation
Apr 16-19 - Mon	Fall Advising/ Pre-registration
May 7 - Mon	Last day of classes
May 8 - Tue	Faculty Workday
	Grades due on WebAdvisor by 12pm
May 9 - Wed	Graduation Rehearsal 7:00 pm
May 11 - Fri	Graduation 6:30 pm.

Summer Semester 2013 (May 16 – August 1)

May 8 - Tue	Summer Registration 1:00 pm – 6:00 pm
May 11 - Fri	First day of summer work schedule for staff
May 16 - Wed	10 week Summer curriculum classes begin
May 21 - Mon	Last day register/drop/add for 10 wk session
May 28 - Mon	Memorial Day Holiday/College Closed
June 25 - Mon	Last day to withdraw without penalty
July 4 - Wed	Independence Day Holiday/College Closed
July 2, 3, 5	Mid-session break/Faculty vacation
July 9 - Mon	Classes Resume
August 1 - Wed	End of 10 week session

The Catalog & the Student

The catalog is intended to give descriptions and requirements for completing the instructional program in which a student is enrolled. The educational program description in the catalog at the time a student enrolls is in effect for a maximum of five years.

Although the courses announced and the regulations given are fairly continuous, neither of them are valid upon the issuance of a new catalog or a supplement. The faculty of the College reserves the right to make changes in curricula and in regulations at any time, when, in its judgment, such changes are in the best interests of the students and the College. All program revisions are effective upon publication of a supplement or new catalog.

If a student elects to meet the program requirements of a catalog published later than the one current at the time of his/her original entrance, he/she must meet all requirements of the selected catalog.

A student who changes program majors will be expected to meet all the requirements of the new program as listed in the catalog at the time of the change.

Course substitutions may be made with the approval of the curriculum department chair and the Vice President of Instructional Services. Academic regulations and policy changes are effective upon publication, and apply to all students enrolled at the time of publication.

The College Open door Policy

As a member of the North Carolina community College System, Pamlico Community College subscribes to the philosophy that educational opportunities should be provided to all. The system itself is characterized by its attempts to provide a “total education” through a diversity of programs designed to offer opportunities for adult citizens to earn a better living and to live a better life.

In an attempt to provide a total education, PCC not only provides quality instruction, but also gives consideration to the diversity of cultural, civic, and economic needs among individual students and takes into account the differences in individual ability to acquire an education.

The college operates through an open door admission policy, which provides that, for any applicant who wants and needs more education, regardless of his or her educational background, the of the college is

open. Restrictions on admission are limited to specific curriculums and in every case, preparatory studies are provided for students who lack appropriate skills necessary for admission to a course or a program.

The College Mission

The mission of Pamlico Community College is to provide accessible and affordable quality education, workforce training, and lifelong opportunities through quality teaching and supporting and working in partnership with the communities served by the college. *Revised July 26, 2011*

A History of Pamlico Community College

Since its inception in 1962, Pamlico Community College has inspired community spirit and provided educational services for local citizens. The origin of the college can be traced to a series of conferences held in 1961 to explore the feasibility of creating Extension Units of Lenoir Educational Center at Kinston. These units would provide post-secondary technical and vocational programs in locations more convenient to the residents of nearby counties. The following year, a branch of Lenoir County Industrial Education Center officially opened at Bayboro, NC, serving Pamlico County.

In the years that followed, the initial Extension Unit evolved first into Pamlico Technical Institute in 1967 and, after receiving its initial accreditation by the Southern Association of Colleges and Schools in 1971, the institute was renamed Pamlico Technical College. A final name change came in 1987 when the college became Pamlico Community College. The following year, the college's first president, Paul Johnson, retired after 25 years of service to the school.

Over the years, the college campus has expanded from the first building which was built in 1976. An additional building was added by second president, Dr. E. Douglas Kearney, Jr. in 1988. A major classroom and auditorium building was dedicated on campus in 2008, added by third president, Dr. F. Marion Altman, Jr., who saw the development of a facility in Bayboro built to house the Small business Center, Job Link, the Cosmetology program, and offer space for Huskins and Basic Skills classes. In 2009, the college began a new chapter of its history with the selection of Dr. Cleve H. Cox as the fourth president of Pamlico Community College.

Landmark Dates

IEC

- 1962 A branch of Lenoir County Industrial Education Center is officially opened at Bayboro, NC, serving Pamlico County with continuing Education courses.
- 1963 Paul Johnson is hired as director. Auto mechanics, masonry, and other courses are added.

PTI

- 1967 The Pamlico branch of the Lenoir IEC becomes Pamlico Technical Institute, Paul Johnson, president.
- 1967 PTI moves from Bayboro to Alliance, refurbishing an old school building providing more space and a learning lab.

PTC

- 1971 Initial accreditation by the Southern Association of Colleges and Schools is granted, and the institute becomes Pamlico Technical College.
- 1976 PTC moves to its new campus on Highway 306 South, Grantsboro, NC to accommodate its growing services to the community.
- 1982 PTC is reaccredited for ten years. New programs and faculty sought to meet ongoing needs.
- 1985 A contract with East Carolina University expands educational opportunities for students and enables transfer to senior colleges and universities.

PCC

- 1987 Pamlico Technical College becomes Pamlico Community College.
- 1988 President Johnson retires after 25 years and Dr. E. Douglas Kearney, Jr. is hired.
- 1992 PCC is reaccredited for 10 more years. New programs and faculty continue to be added to meet changing needs.
- 1997 The North Carolina Community College System converts to the semester system to align with the North Carolina University System. Ground-breaking for new multi-purpose building was August 22, 1997.
- 1999 New building is completed, which expands the College's classroom and office space. President Kearney retires after 11 years and Dr. F. Marion Altman, Jr. is hired as the third President of Pamlico Community College.
- 2000 Dedication of Leland V. Brinson Building on campus, April 9, 2000, and naming of Paul H. Johnson Building, November 5, 2000
- 2001 Bayboro satellite facility is established to provide instructional services for high school students. This facility houses the counselors of the Small Business Center and the directors of Human Resources Development.
- 2003 Dedication of the Cosmetology Arts Facility in Bayboro, NC
- 2008 Dedication of the Ned Everett Delamar Center
- 2009 President Altman retires after 10 years and Dr. Cleve H. Cox is hired as the fourth President of Pamlico Community College.

The Admissions Process

Admissions Policies

Admission to programs of learning at Pamlico Community College is a process involving the potential student, Student Services, the Business Office, the divisional vice presidents or staff, and faculty administering the program of instruction.

Admission to the College is open to all adults at their existing level of education. Opportunities are provided at any level of entry, with programs provided which enable a student's advancement through the two-year degree level.

The primary focus of Pamlico Community College is the students and their educational objectives.

The COMPASS® Placement Test is required for determination of an individual's level of preparation or readiness for any curriculum program in the areas of math, English, and science. Further admission requirements may vary by program, with standards reflecting the various occupational fields. Programs with additional admission requirements list those requirements at the beginning of the descriptions of those programs of study. The placement scores are used to help direct the students into programs that best match their needs, abilities, and stated objectives. Students enrolling through Huskins or Dual Enrollment are required to take the COMPASS® Placement Test for transferable courses. Students whose placement scores do not qualify them to enroll in a particular curriculum course must enroll in appropriate developmental courses which are prerequisites to college-level performance. The developmental or college transitional courses are offered in English/reading/writing, math, computers and science.

Students with Disabilities

Pamlico Community College is committed to seeing that students with disabilities have equal access to and participation in all programs of study. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act, student will receive reasonable accommodations to assure equal access to all programs. Individuals with disabilities should contact Student Services and present documentation of the disability. Accommodations will be determined by the documentation and in consultation with the student and disabilities committee.

Procedures for Application

Steps for Applying

Step 1: Application Form

All applicants for curriculum programs must first obtain a copy of the College Application form which they will complete and submit to Student Services to initiate the application process.

Step 2: Transcripts

Official transcripts from all institutions of higher education previously attended by the applicant must be received by PCC directly from the institution of higher education attended before a transcript evaluation can be performed.

Transcript Evaluations

Curriculum program directors and departmental chairs conduct transcript evaluations. The student may be required to demonstrate current competencies in order to receive credit for any course as much as five years old, or advancing technology courses less than five years old. The program directors determine the acceptability of any course the student is attempting to transfer, and the department chair, Vice President of Instructional Services, and Vice President of Student Services must approve transcript evaluations.

Step 3: Placement Testing

All applicants taking curriculum level courses with a developmental prerequisite are required to take the COMPASS Placement Test to determine their current academic level for English (both reading and writing), math and/or science. If students are taking math, they must take the Pre-Algebra Placement Test first. If they make above 48, they must then take the Algebra Placement Test to determine what course they qualify for. If students are taking English, they must take both the Reading and Writing Placement Tests to determine what course they qualify for.

Students with low placement test scores are required to complete developmental work to prepare them for the rigors of curriculum courses, and they should seriously consider limiting their total credit hours to 12. The Student Success Center offers individualized tutoring in a variety of areas. The Department of Library Services and Cultural Enrichment Programs also provides various resources to assist students with their academic learning, and the Continuing Education area offers courses that may accommodate some students' needs.

The following lists indicate the appropriate course selection.

English

Writing Skills and Reading Skills as determined by the COMPASS Placement Tests:

Student Success Center	0-19 on reading
RED 070	20-50 on reading and 0-31 on writing
ENG 085	51-60 on reading and 32-46 on writing
ENG 095 & ENG 101	61-80 on reading and 47-69 on writing
ENG 111	81 and above on reading and 70 and above on writing

Math

Pre-Algebra and Algebra Skills as determined by the COMPASS Placement Tests:

Student Success Center	0-45 on the pre-algebra test
MAT 060	46 and above on the pre-algebra test
MAT 070	0-45 on the algebra test
MAT 080	46-65 on the algebra test
MAT 101	47 and above on the pre-algebra test
MAT 110, 121, and 140	46-65 on the algebra test
MAT 161	66 and above on the algebra test

Science

Science Skills as determined by the Science Placement Test Score:

BIO 090 or SCI 090	59 or lower on science placement test
BIO 110, 111, 140 & 168	60 or higher on the science placement test
CHM 131	60 or higher on the science placement test

Computer

Computer skills as determined by the computer skills evaluation:

CIS 70	Below 100 on computer skills evaluation
CIS 110	100 on computer skills evaluation

Veterans' financial benefits are available to any eligible veteran or veteran's dependent whose scores on placement tests indicate the need to register for developmental (course transitional) work.

Step 4: Interviews

All applicants should meet with the admissions counselor for a personal interview prior to enrollment. This session is designed to acquaint the student with the College and to review the results of placement tests, academic requirements of the applicant's selected program, and the student's career goals. Medical Assisting and Electroneurodiagnostic Technology must also have an interview with the program advisor prior to registration.

Step 5: Academic Advising

During registration the student must meet a curriculum advisor/program director who assists the student in the planning of an educational program to meet specified goals. Students should consult regularly with their faculty advisors to review and update their goals.

Admission to Curriculum Programs

Admission requirements vary by program, with standards reflecting the various occupational fields. The placement scores are used to help direct the students into programs that best match their needs, abilities, and stated objectives.

Students who do not meet the admission requirements for a particular program of study may be required to enroll in developmental, refresher, or college transitional courses which are prerequisites to college-level performance.

Provisional Admission

In the event that all materials do not reach the College by the registration date, applicants and transfer students who have started the application process may be permitted to register as provisional students for one semester. Provisional admission students are not eligible to receive any Title IV financial aid or VA benefits.

Allied Health Programs Admissions Requirements

The Allied Health Programs have additional admission requirements that are listed in this catalog at the beginning of the appropriate program section. See pages 165-172 (Medical Assisting) and pages 138-144 (EDT).

Environmental Science Technology Admission Requirements

Students enrolling in Environmental Science are required to take the science placement test in addition to the English/reading/writing and math placement tests. Students scoring below 60 must take SCI 090.

Admission to Special Programs

Special programs are designed to enhance educational and work opportunities for students enrolled in curriculum programs and to open the College doors to high school students.

Cooperative Programs for High School Students

Huskins Bill

The purpose of the Huskins Bill Cooperative Program is to make available for the enrichment of high school students college-level academic, technical, and advanced vocational courses. These courses are taught at the high school by community college faculty.

Students under the age of 18 must complete a Concurrent Enrollment form accompanied with their parents' signature.

State Board of Community Colleges' Dual Enrollment Policy

The purpose of the dual enrollment policy is to allow currently enrolled high school students to enroll in state approved regularly scheduled college credit courses. Through the dual enrollment policy, students attend classes on the college campus and/or the Bayboro Center and abide by the policies and regulations of the College. Students agree to attend classes according to the College schedule, even if the High School is not in session.

Dual enrollment students follow the same admission and attendance requirements as all other college students.

There may be no tuition charge for courses under the Huskins Bill or Dual Enrollment; however, students may be required to purchase the required textbooks for the courses and may have to pay the applicable fees noted in the Dual Enrollment agreement.

Home Schooled High School Students May Take Developmental Courses at PCC

This bill provides that high school students who are 16 years or older and who attend a home school may register in developmental courses that prepare them for college-level courses. Tuition must be charged to these students. Developmental courses cannot be taken under the Dual Enrollment agreement.

Cooperative Education (CO-OP)

The Cooperative Education Program is designed to integrate classroom learning with supervised work experience in an employment situation directly related to the educational program of study. Students considering co-op must be enrolled in an approved curriculum program, having completed a minimum of nine (9) semester hours in the appropriate program of study with at least three (3) hours in a core major class and minimum 2.0 GPA*. To obtain additional information on the co-op program or the application process contact the Cooperative Education Coordinator.

*An employer may require additional hours or a higher GPA.

Eligibility

All students enrolled in programs offering co-op for academic credit must have completed one semester at PCC. Co-op experience may be scheduled with a current employer. Approval must be obtained from the employer and the student's advisor. (Should list be numbers or dots?)

- Students must have a 2.0 GPA before enrolling in a co-op course.
- Students must continue to make satisfactory progress toward graduation in their program of study by continuing to take courses at Pamlico Community College. Students must have approval by their academic advisor prior to registering for a course(s) at another college if they plan to transfer the credit to PCC.

Application Procedure

- The student will obtain an application form from the co-op coordinator and make an appointment to review the completed application.
- The coordinator will conduct an interview with the student regarding career goals and possible co-op assignments.
- If the student is accepted, the co-op coordinator and the curriculum department chair or advisor will be prime resources in locating and/or approving an appropriate co-op assignment.
- The employer will interview and/or select the student from a group of applicants.

Academic Credit

- A student may receive one credit hour for a 10-hour per week work assignment during a semester in a co-op program.
- A student may receive a maximum of two credit hours during a semester for 20 or more hours of work per week. Each curriculum program specifies the maximum number of credit hours allowed toward degree or diploma requirements.
- 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 registrar's office by the co-op coordinator.

Advanced Credit

Through proficiency examinations, the College makes provisions for awarding advanced credit or waiving course requirements. However, some courses are not approved for proficiency or challenge examination. It is the responsibility of the appropriate department chair to determine the courses which may be waived or challenged in a specific program.

Credit by Examination/Credit by Experience

Course credit for proficiencies previously developed by the student may be earned by examination. A student who wishes to challenge a course may apply to take a proficiency examination covering the content of the course. Examinations may be arranged to document proficiencies previously developed through employment, military service, secondary education, post-secondary non-accredited schools, or correspondence schools. Students may contact Student Services or Faculty Advisor for more details.

Special Credit Enrollment

A student may enroll in one course per semester in any program offered at the College, up to a total of nine credit hours. The student will be classified as a special credit student not working toward a degree or diploma. After the student has completed nine credit hours, no further courses may be taken without declaring a program major. Special students, however, must successfully complete the COMPASS® Placement Test prior to enrolling in any English or math courses and the science placement test prior to enrolling in any science courses. Like all students, they must also meet any required course prerequisites.

Special credit students pay the same fees as regular students and receive grades for all course work but are not eligible to receive any Title IV financial aid or VA benefits.

Readmission of Curriculum students

Students re-entering the College after not being enrolled for one or more semesters must file an updated application and follow normal registration procedures. If the student was out of school as a result of disciplinary action, he/she must appear before the Appeals Committee and petition for readmission to the College. If the returning student was on academic warning at the time of his/her leaving, the academic warning policy will remain in effect.

Change of Major

Students changing majors are considered in their new program to be transfer students. The transfer policy applies to students changing majors within the College. A student's GPA is cumulative, i.e., a new major will reflect the previous major's grades. It is the student's program advisor's responsibility to monitor the student's progress toward graduation.

Transfer Policy

Students who wish to transfer to Pamlico Community College from another institution must be in good standing and eligible to return to the previous institution (except where the student is ineligible to return, based on his/her GPA). The applicant is required to submit the following:

- A completed application form.
- An official transcript(s) from each institution of higher education previously attended.
- A catalog or course descriptions from institutions previously attended, if requested by the student's advisor.
- A financial aid transcript form, completed by the Financial Aid Officer at each prior school.

There is no limit to the number of hours that may be transferred from other institutions or programs; however, 25% of the total program for which the degree is being awarded must have been earned at Pamlico Community College in the program awarding the credential. (Degree programs require a total of 64-76 semester hours. 25% of those required hours must be taken at PCC to earn the degree in that program. Diploma programs require a total of 36-48 hours, and certificates total 12-18 hours.) Transfer students wishing to earn a certificate or diploma must be currently enrolled and earn a minimum of six hours of credit at PCC.

Any credit earned with a grade of "C" or higher at an accredited institution will be accepted at Pamlico Community College provided it is appropriate to the student's program and a comparable course is offered at

PCC. The College does not award transfer credit for courses with a grade of “D”. The curriculum department chair ultimately determines the acceptance of any course in question.

In attempting to transfer courses taken prior to 1997-98 (when the common course library was implemented), the catalog and/or course descriptions from other institutions attended may be required in order to determine transferability. The student must submit the transfer credit evaluation form which may be obtained from Student Services.

NOTE: Before awarding credit for certain transfer courses, students may be required by the department chair evaluating the transcript to earn credit by examination. Some courses, however, are not approved for credit by examination. The appropriate program chair makes the determination if a credit by examination is allowable. Once a decision is reached to allow credit by examination, an instructor is assigned by the chair to administer the exam.

College Expenses

Residency

North Carolina statute (GS116-143.1) requires that to qualify as a resident for tuition purposes, a person must have established legal residence in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a resident for tuition purposes. A student may be eligible for in-state tuition if he/she is a member of the Armed Forces or a dependent relative of such a member.

The legal resident limitation with respect to tuition, set forth in GS116-143.1 and GS116-143.3, shall apply to students attending institutions operating pursuant to this chapter, provided, however, that when an employer other than the armed services, as that term is defined in GS116-143.3, pays tuition for an employee to attend an institution operating pursuant to this chapter, and when the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of the manual, which is the controlling administrative statement on policy on this subject. A copy of the manual is available on request in the Student Services for student inspection.

Tuition and Fees

Tuition fees are set by the North Carolina Legislature and are subject to change without notice. Costs of textbooks and supplies are additional expenses which vary according to the program of study. Current basic fees to be paid by students enrolled in technical, vocational, or certificate programs will be published each year.

NC Resident

16 or more credit hrs. \$ 1064.00 per semester

Less than 16 credit hrs. \$ 66.50 per credit hr.

Non-resident

16 or more credit hrs. \$ 4,136.00 per semester

Less than 16 credit hrs. \$ 258.50 per credit hr.

Fees for all students

Activity fee full-time (12 hours or more)	\$7.50
Three quarter time (9-11 hrs.)	\$5.65
One-half time (6-8 hrs.)	\$3.75
Late registration fee	\$5.00
Technology Fee	\$10.00
Student Accident Insurance	\$1.25
Career Readiness Certificate based on assessment	\$30 - \$45

Persons over age 65 (must show proof of age)
May have to pay a fee

Fees are subject to change.

Fee Paying Regulations

- Fees paid by students are established by law and are the responsibility of the Business Office. The following procedures must be followed by all students in order to register:
- The College operates on a cash payment basis.
- No books will be sold on credit unless the Business Office has official authorization to bill a third party. (Examples: Vocational Rehabilitation - both state and veterans' programs; Workforce Investment Act Program, etc.).
- Tuition credit will not be allowed except in those cases where the Business Office has official authorization to bill a third party. When third party billing is approved, the student remains liable for any and all fees not paid for by the third party.

Fees are subject to change.

Textbooks and Supplies

The cost of textbooks and supplies varies according to the program of study.

Full-time students may expect to pay between \$500 and \$600 per semester. Students may purchase textbooks through the College Book Store, from other students, private book stores, or other college book stores as long as they meet the requirements of the instructor. There is no refund or re-purchase of textbooks purchased from the College Book Store unless the class is cancelled and the book is not damaged.

Graduation Expenses

There is no graduation fee. Caps and gowns which students may order at the specified time before graduation usually up to \$30.00 and are ordered through Student Services in the spring.

Student Accident Insurance Information is available in Student Services.

Non-Sufficient Funds (NSF) Check Policy

It is the policy of the Pamlico Community College Board of Trustees that any individual writing an NSF check to the College will be liable for the amount of the check plus a \$25 non-sufficient fund fee, approved by the Board in 2008. Any individual not redeeming the NSF check within 10 days or upon agreement with the Business Manager [not to exceed 30 days] will be prosecuted to the full extent of the law. Moreover, any future payment to the College by the individual must be made by certified check, cash, or money order.

Refund Policy

In all refund cases, the student must initiate his/her withdrawal through the Student Services Office. The Business Office will make the allowable refund only after written request is received from Student Services.

100% Tuition Refund

100% tuition refund will be made only under the following conditions:

- A pre-registered curriculum student who officially withdraws from any or all courses prior to the first day of the Colleges academic semester will be eligible for a 100% tuition refund, if requested.
- REMINDER: Since a curriculum student is charged one hour for each hour up to 16 credit hours, a refund would not be applicable unless the credit hours enrolled were reduced to less than 16.
- A pre-registered student who officially withdraws from an off-cycle curriculum class prior to the first day of class will be eligible for a 100% tuition refund, if requested.

75% Tuition Refund

- 75% refunds will be made only under the following conditions:
- A 75% refund may be made upon request of the student if the student officially withdraws from the class (es) prior to or on the official 10% point of the class (es) or the 10% point of the semester if the student officially withdraws from the College. Requests for refunds will not be considered after the 10% point. A refund for withdrawing from a class or classes may be made for the number of credit hours the student drops below 16 credit hours. No refund is given if the student remains registered for 16 credit hours or more.
- For classes beginning at times other than at the beginning of the semester, the same provisions set forth in Part (1)(A) of this paragraph apply. For contact hour classes, 10 calendar days from the first day of the class (s) is the determination date.
- Other Fees: There is no refund for activity fees, insurance fees, late registration fees, technology fees, or once they are ordered, caps, gowns and diplomas. (Exception: a refund of the student activity fee may be made if the student withdraws prior to or on the first day of the classes for the semester, or when classes are cancelled and the activity fee schedule is affected).

To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule.

If a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

In all refund cases, the student must officially withdraw and complete the Request for Refund Form obtainable from Student Services. The Business Office will execute and mail the refund after all necessary forms and steps have been completed as stated above.

Textbooks

There will be no guaranteed refunds on textbooks unless a class fails to materialize. In other cases, the bookstore manager will examine books to determine possible refunds.

Financial Aid

Financial aid may be broadly defined as those expense-reducing means awarded directly to or for a student to meet or help meet his/her educational expenses. The central focus of the Financial Aid Office is on the student and his/her own specific needs

The primary purpose of the Financial Aid Program is to provide assistance to students who, without such aid, would be unable to attend this College.

- Financial Aid is administered by the Financial Aid Director located in Student Services.
- The Financial Aid Program is individualized by counseling. Financial need is appraised in relation to social, economic, and vocational needs. Most financial aid need is established by the student through the Free Application for Federal Student Aid (FAFSA). You can apply on line at www.fafsa.gov. Additional information on this service is available in Student Services.
- The Scholarship Committee composed of faculty and administration is recommended to the president by the Vice President of Student Services. This committee recommends policy and offers advice concerning operations of the Scholarship.
- The Financial Aid Office strives to provide factual information about the types of aid available through publications and other communications.
- The College realizes that the family of a student is expected to make a maximum effort consistent within its available resources to assist the student with educational expenses as supplementary to the family efforts.
- The Financial Aid Office and the Business Office work jointly to serve the students. In no way does the Financial Aid Office guarantee to provide unmet needs to a student.

Types of Title IV Financial Aid Programs

Pamlico Community College participates in the following Title IV Aid Programs:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work Study (FWS)

Grants are awards that do not have to be paid back. Work Study gives students the opportunity to gain work experience and earn money to aid in their educational expenses. Undergraduates may receive aid from all three types of programs.

Eligibility

In general, a student is eligible for federal aid if he/she:

- Has a high school diploma or a GED.
- Is a U. S. citizen or eligible non-citizen.
- Has a valid Social Security Number.
- Shows financial need.
- Is making satisfactory progress in his or her course of study.
- Is not in default on a National Direct Student Loan, Guaranteed Student Loan, or PLUS Loan.
- Does not owe a refund on a Federal Pell Grant or on a Federal Supplemental Educational Opportunity Grant.
- Males must be registered with Selective Services or submit to the Financial Aid Office a signed statement stating why you are not required to register. Males born on or after January 1, 1960, at least 18, a citizen or eligible non- citizen (except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands), and not currently on active duty in the United States Armed Forces must register with the Selective Service. Proof of registration may be required.

Need

Most federal student aid is awarded on the basis of need. Need is the difference between the cost of education (educational expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount the student or the student's family can afford to pay, as determined by a standard formula. This amount is called the Expected Family Contribution (EFC).

Need is determined by evaluating the information the student enters on an aid application. Factors such as income, assets, and benefits are all considered in determining the need for aid.

Application for Title IV Federal Financial Aid

Prospective students should apply for federal aid by completing the Free Application for Federal Student Aid.

Records Needed

Before the FAFSA application can be completed, certain records and W2's must be on hand. The student's United States Income Tax Return is the most important one, since information must be entered on the application from specific lines on the tax return and W2's. Referring to the return will make it easier to complete the application and get it through the processing system. Other documents needed may include Social Security earnings; child support paid and received disability workers' compensation, or other sources of untaxed income.

Federal Deadline for Processing

The FAFSA, information from any of the non-federal forms or other required documents must be received at the Federal Processing Center by June 30. (Students should apply as early as possible.)

Pamlico Community College Deadline for Processing

May 15 is the deadline for having a completed Financial Aid file in our office for payment during the current year enrolled.

Addresses

Submit the completed FAFSA to:

www.fafsa.gov

Or submit a paper copy to:

Federal Student Aid Programs
P. O. Box 4008
Mt. Vernon, IL 62864-8608

If corrections or additions are necessary, they must be made on Part 2 of your SAR with the applicant's signature of certification on the back of Part 2. This should be mailed to:

Federal Student Aid Programs
P.O. Box 7021
Lawrence, KS 66044-7023

To apply electronically or to find out more about federal student aid, one may visit the U.S. Department of Education's web site at:

www.ed.gov/studentaid or www.fafsa.gov

NOTE: THE FEDERAL SCHOOL CODE FOR PCC IS 007031

Telephone Numbers

There may be times when questions arise about an application, the FAFSA, or other federal student aid matters, and the answer is needed immediately. In such cases the applicant or student should call Federal Student Aid Center: 1-800-4FEDAID (1-800-433-3243).

- The Information Center provides services in the following areas:
- Helping to complete an application or correcting a FAFSA
- Checking the status of an application
- Explaining eligibility requirements and payment procedures
- Determining what lender or agency holds a student's loan
- Getting more information about aid amounts and payment procedures
- Ordering duplicate student aid reports
- Explaining general program requirements

- Changing the college listed on the Student Aid Report.

Requirements for Determination of Pell Grant Awards

The following must be completed before any determination of awards can be made:

All admission requirements completed and on file in Student Services.

- Enrolled in an eligible Pell Grant Degree Program (see Financial Aid Director) Blank line below not needed.
- Transfer course evaluation
- Take only courses in your degree program
- Eligibility amount is prorated according to the number of hours enrolled:

12 +	Full Time
9 - 11	Three Quarter Time
6 - 8	Half Time
3 - 5	Less than Half Time

Up to 30 credit hours of developmental coursework, as indicated by the placement test and all prerequisite coursework will be counted toward enrollment status for federal student aid. Courses that are audited will not be counted.

- A processed Free Application for Federal Student Aid (FAFSA)
- An interview with the Financial Aid Director
- The Financial Aid Office reserves the right to review, revise, or cancel a student's financial aid award at any time due to changes in financial or academic status or federal regulations.
- Meet all other Federal Title IV or state requirements.

Determination Procedures by Program

Federal Pell Grant

Determined by law. Financial Aid Director is provided a payment schedule. Amount will vary depending on cost of education and the Effective Family Contribution (EFC).

Federal Work-study (FWS)

Students may apply for FWS through the Financial Aid Office. To be eligible for an FWS job, a student must meet all eligibility requirements for a Federal Pell Grant except the EFC requirement. To the maximum extent practicable, PCC provides FWS jobs that complement and reinforce each student's educational goal.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Student must have filed a FAFSA and be eligible to receive a Federal Pell Grant. The student with the lowest EFC (Effective Family Contribution) is given first priority and can receive up to \$400 per year.

Notification of Awards

After all PCC enrollment applications procedures have been completed, the student will receive his/her final notification in writing.

When the FAFSA is submitted by the student, a preliminary report is either mailed to the student or presented and discussed in a counseling session.

If the student has applied for other sources of aid and all procedures have been completed, the student will be notified of additional "package" awards, if funds are available.

When all required forms have been signed and returned, the information is filed.

Disbursement of Awards

All financial aid payments are made by check directly to the student. Checks are mailed to the student's address.

Payment Schedule

Federal Pell Grant and FSEOG payments are processed after the last day to withdraw of each semester. Students must turn in a completed Financial Aid

Attendance Verification form to the Financial Aid Director Aid office by the date posted on Campus Cruiser. Students enrolled in all on-line classes may submit their Financial Aid Attendance Verification form by e-mail. The subject line should read; 100% On-line Student Verification and the e-mail should contain the Financial Aid Attendance Verification form and an e-mail from each on-line instructor verifying attendance as attachments. All attendance verifications made by instructors by e-mail must be attached to the Financial Aid Attendance Verification form or sent as an attached by on-line students. The specific date is dependent on receipt of federal funds and PCC calendar date.

Satisfactory Academic Progress

General Requirements

Any student receiving Federal Student Financial Aid at Pamlico Community College must maintain satisfactory progress in the course of study they are pursuing in order to continue receiving aid. This includes VA funds if applicable. PCC's satisfactory academic progress requirements are:

- Maintain a minimum cumulative grade point average of 2.0.
- Pass two-thirds (67%) of the course work attempted. Course work attempted includes withdrawals, automatic withdrawals, incompletes, and repeated courses. Developmental course work or courses taken at another institution do not count toward courses attempted or passed.
- Complete degree requirements within 150% of the published program length for a full-time student. For example, a student in the college transfer curriculum must complete the degree by the time they have attempted 96 credit hours (64 x 150%). Students who exceed this maximum time frame will not be eligible for any further aid.
- A student may not receive financial aid for repeating a course more than twice the he/she has not passed. A grade of "W" counts toward an attempt in the class.

Satisfactory academic progress requirements will be monitored at the end of each semester.

Financial Aid Probation

Students who do not meet the requirements in (1) or (2) above will be placed on warning and notified of their status in writing by the Financial Aid Office. Students may continue to receive financial aid while on warning. Continued eligibility for aid is determined at the end of the warning term. Students may receive aid the next semester even if the cumulative satisfactory progress requirements are not met as long as the following conditions are met:

- GPA must be 2.5 or better for the semester if cumulative GPA is below 2.0.
- The student has not attempted the maximum number of hours (150% of the published program length).
- The student must earn passing grades in two-thirds of attempted hours each semester or its equivalent.

All above general requirements must be met in order for a student to come off of financial aid warning.

All PCC courses attempted - developmental, repeated and/or completed (all grades including F, AW, W, I) in the student's program of study will be assessed each semester.

NOTE: For financial aid purposes:

- Students cannot receive financial aid for audited classes and credit by exams and these classes are not counted as hours attempted.
- Classes dropped during the drop/add period are excluded from financial aid satisfactory progress determinations.
- When a student enrolls in a class and subsequently switches to another section of the same class, that class is not counted twice when computing the hours attempted.

Financial Aid Suspension

Any student on academic warning who fails to make satisfactory progress during the warning term is suspended from financial aid for the next semester he or she attends and will not be eligible for financial aid until satisfactory progress is demonstrated. Students cannot receive funds from any financial aid program while on financial aid suspension.

Reinstatement of Aid after Suspension

Aid may be reinstated when a student meets PCC's satisfactory academic progress as stated in General Requirements. The suspension for the semester includes second session classes offered during that semester. Students will not be paid retroactively for the period of suspension except when they have been reinstated as the result of a reevaluation.

The Financial Aid Director will notify the student of their status in writing when placed on warning or suspension. However, it is the student's responsibility to track his/her progress and not totally rely on the school's notification.

Reevaluation of Suspension

A student may appeal suspension from financial aid in the case of extenuating circumstances. Appeals will be considered when the student has experienced but not limited to the following:

- An extended illness or hospitalization.
- An accident which incapacitates the student.
- An extended illness of an immediate family member resulting in greater family responsibilities for the student.
- A grade change.

The procedure for an appeal is as follows:

- The student must indicate in writing to the Director of Financial Aid the reason he/she did not meet the satisfactory academic progress requirements. Documentation from the student's advisor, family physician, or others involved in the situation is required to support the appeal.
- The Vice President of Student Services and the Director of Financial Aid will reconsider extenuating circumstances to determine whether reinstatement of aid is justified and will notify the student in writing of the decision.

Former Pamlico Community College Students

Students who have previously attended PCC, but who were not receiving federal student aid during that time, may receive aid for their first term of enrollment, even if they do not meet satisfactory academic progress requirements. At the end of the first term of enrollment, the student must meet satisfactory academic progress requirements to continue receiving federal student aid.

Local Sources of Financial Aid *

- Students eligible for Department of Veterans' Affairs Benefits
- Scholarships
- Workforce Investment Act (WIA) (Grant)
- Child Care Grant
- Displaced Homemakers/Single Parent (Grant)

* A student must verify with the Financial Aid Office that he/she is eligible for the above resources.

Pamlico Community College Pell Grant Charging Procedures

- Student must be eligible and have a complete financial aid file in the Financial Aid Office.
- Charges are not to exceed the cost of books, tuition, supplies and fees.
- Charges will be made at registration or thereafter.
- Charges are to be made on campus only.
- Charges must be completely repaid by end of semester. Payment must be deducted from the Federal Pell Grant or other sources of financial aid

Scholarships

Gussie Siegel Memorial Scholarship

Scholarship valued at \$1,500. Student must be enrolled in a full-time curriculum program, maintain satisfactory progress, and be career/goal oriented.

Leo Brinson Memorial Scholarship

Scholarship valued at \$1000. Student must be a Pamlico County resident, preferably Township District Five. Student must be enrolled full-time and show scholastic promise. Scholarship is awarded by an off-campus committee and used at PCC.

Paul H. Johnson GED Scholarship

Scholarship valued at \$500. Student must be a Pamlico County High School or GED graduate and enrolled in a full-time curriculum program.

Pamlico Community College Foundation Scholarship

The scholarship is awarded to student that display good academic standing (minimum 2.5 GPA required), a low amount of financial aid from other sources and community involvement. Students who receive this scholarship are require to participate in a minimum of three PCC activities such as Senior Day, PCCF Golf Tournament, Job Fair, Open House, etc. Participation in Student Government Association is strongly encouraged.

Well Fargo Technical Scholarship Program

The scholarship recipient must be a second-year technical student. Award is based on prior performance at the College, scholastic promise, and financial need.

Jennifer Daniels Memorial Scholarship

The scholarship recipient must be enrolled full time in the Environmental Science Program at Pamlico Community College.

Trollinger Scholarship for Health Sciences

The scholarship is awarded semiannually to academically worth student(s) accepted to Pamlico Community College to pursue an accredited associate degree with the goal of transferring to a four year university. The student's goal should be to earn a Bachelor of Science degree in one of the Health Sciences.

Other Scholarships Available:

- Carolina Power & Light Electric Lineman Technology Scholarship
- Coca-Cola Two-Year College Scholarship
- Project Graduation
- James B. Holton, Jr., Memorial Scholarship
- Beveridge and Mayo Memorial Scholarship
- SECU Foundation Community College Scholarship

Application and Award Procedures:

- Complete program admissions applications procedures as stated in the catalog.
- Complete the scholarship application form and submit it to the Financial Aid Office.
- Financial Aid/Scholarship Committee determines recipients.

- The student is notified within two weeks of the committee's decision by a representative of the Financial Aid Office.

All scholarships are based on the availability of funds.

Veteran Affairs

The Veterans Administration provides assistance to veterans discharged under conditions other than dishonorable in any branch of the United States Armed Forces. To obtain more information on these benefits please visit the Department of Veterans Affairs (DVA) website at <http://www.gibill.va.gov>.

Students who have met all Pamlico Community College admission requirements, and have had all transcripts evaluated for prior credit and training may be certified for enrollment to the DVA when the student's files are complete and, document these requirements. The program approved for training must be pursued in the exact curriculum outlined in the College catalog.

Instructional Services

Continuing Education

Purpose

It is the purpose of the Department of Continuing Education to provide programs designed to meet specific needs for those who need to train, retrain, and update themselves in a vocational or professional area, for those who desire instruction enabling them to grow in basic knowledge, improve in home and community life, and develop or improve leisure time activities, and for those individuals whose education stopped short of high school graduation.

The college attempts to offer a wide variety of supplemental and special programs and courses in response to community needs. To cope with the problems and challenges of a changing society, citizens often need instructional assistance that will help them to acquire new knowledge and skills. Consequently, the guiding principle in the Division of Continuing Education is to provide opportunities for individuals to develop abilities and interests which will assist them in becoming more productive and responsible citizens.

Mission

The mission of the Division of the Continuing Education is to facilitate lifelong learning by offering educational programs and services that respond to community needs in basic skills, short-term job skills training, and avocational opportunities.

Admissions

The Division of Continuing Education maintains an open-door admission policy to all applicants who are high school graduates or who are at least 18 years of age. Most Continuing Education courses do not have admission requirements other than general age stipulation of eighteen years or older. However, the following programs allow the admission of sixteen and seventeen year olds who fulfill each program's requirements

- The ABE/GED classes require a signed Superintendent's Release form and a petition form signed by the student's parent or legal guardian.

- Occupational classes require a concurrent enrollment agreement.

Admission to certification occupational classes must meet credentialing agencies' requirements at the state, federal, or national levels.

Minors

A minor 16 years old or older, may be considered a student with special needs and may be admitted to an appropriate program at a college if the local public or private educational agency determines that admission to the program is the best educational option for the student and the admission of the student to the program is approved by the college.

Class Locations

Continuing Education courses are offered on the college campus and in any community of the county whenever a sufficient number of students have indicated an interest in any particular course, an adequate classroom is available, an instructor is available, adequate equipment is available, and the budget will support the class.

Classes are currently being conducted at the following locations: Pamlico Correctional Institute, Pamlico County Senior Citizens' Center, Bayboro Center, Pamlico Youth Empowerment Building, and various locations throughout Oriental.

Class Schedule

Classes are normally scheduled on an on-going basis with new classes generally beginning each August, January, April and June. Specific announcements of course offerings, registration dates, and places will be made through published schedules each semester, local news media, college website at www.pamlicocc.edu and other appropriate means.

Minimum Class Size Policy

Normally a class will be offered when a minimum number of persons enroll. Minimum class size is determined on a class-by-class basis and will take into consideration the subject matter, need of the course, the location, and the impact it will have on the community. The college reserves the right to cancel any class when an insufficient number of people register.

Class Cancellation

The Division of Continuing Education reserves the right to cancel a class when enrollment drops to a point at which the class is no longer justified. When possible, the instructor and students will be given prior notice before a class is cancelled for this reason.

In the case of sickness or personal emergency of an instructor, a class may be cancelled. The instructor and, when needed, the Continuing Education staff will attempt to inform the students of anticipated class cancellations. Every effort will be made to reschedule a cancelled class.

Cancellation of classes due to weather factors is an administrative decision. Announcements of school closing or cancellation of classes will be made over local radio or TV stations.

Course Descriptions

Although course descriptions for continuing education courses are not provided in this publication, examples of the types of courses that are offered are listed. Specific course descriptions are furnished upon request.

Course Offerings

The following is a list of some of the courses offered through Continuing Education.

Occupational – General

- Basic Welding
- Occupational Math
- USCG Captain's Course
- Home Landscaping I & II
- Small Engine Repair
- Effective Teacher Training
- Career Planning & Assessment
- Occupational - Computers
- Word Excel PowerPoint
- Internet & Email Basics
- QuickBooks Publisher Photoshop

Occupational - Health & Emergency Services

- Nurse Aide I & II Phlebotomy
- EKG EEG
- EMT – Basic, Intermediate Medical Transcription Medical Terminology I & II First Aid, CPR & AED
- Firefighter Training Academy
- Fire & Rescue School
- EMS Basic & Advanced Life Support
- Fire Service Training
- Law Enforcement

Life Enrichment

- Basket Weaving
- Boat Building
- Crafts & Things
- Spanish
- French
- Wood Crafting
- Figure Drawing
- Photography

Cultural Enrichment Self-Supporting Classes

- Bark Carving
- Bead Weaving
- Beginning Sewing
- Blacksmithing Culinary
- Performance Lighting

Grading System

One of the following final grades should be recorded for each Occupational Extension student at the end of class unless a numerical grade is required:

P	Pass
S	Satisfactory (fire and rescue certification classes only)
I	Incomplete
U	Unsatisfactory (fire and rescue certification classes only)
NG	No Grade (Basic Skills and fire classes only)
W	Student dropped/withdrew from the class

Continuing Education Units (CEU)

Occupational Extension courses can earn Continuing Education Units (CEU). The CEU is a uniform standard of measurement crediting an individual for participation in a Continuing Education course. One (1) CEU is defined as ten contact hours of participation in an organized Continuing Education experience under responsible sponsorship, capable direction, and qualified instruction.

Pamlico Community College strives to offer quality occupational classes for CEU credit. Program directors have the authority to establish and administer review procedures to ensure that all CEU activities meet the criteria.

Student Information/Student Records

The College protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Act") as amended, enacted as section 444 of the General Education Provisions Act. A complete copy of the act is available for reference in Student Services.

Transcript Request

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's records can be released to anyone.

There is no fee for transcripts. A transcript request form may be obtained from the coordinator of continuing education services. Requests for transcripts are accepted by fax or mail with signature. Transcripts will not be released to/for anyone except the student, unless appropriately requested in writing by the student. Transcripts may take up to 5 working days to process.

Certificates

Certificates are provided for the satisfactory completion of many Occupational Continuing Education courses. Unless otherwise directed by state and/or federal regulations, a student who completes 80% of the coursework will receive a certificate. Students who do not complete 80% of the coursework will receive a grade of Incomplete (I) and will not receive a certificate.

Student Conduct

Instructors are responsible for maintaining good order and discipline whether the class is located on campus or at off-campus locations. The College expects all students to conduct themselves in a manner that promotes and supports both students' and the College's educational endeavors and objectives. Any serious disruptions will be handled in accordance with the college policy.

Student Attendance

Students must register within the first 10% of the class and attend a minimum of 80% of the class. Students are expected to attend class regularly. Individual attendance records are maintained and retained. Students must meet attendance requirements to receive recognition for the course. Some

courses are offered in accordance with state guidelines which may require stricter attendance policies. Minimum attendance requirements are communicated to students. Failure to meet these requirements will result in a grade of I (incomplete) or NG (no grade). Make-up of missed class time is not guaranteed but may be permitted, within a specific timeline, in documented emergency situations with approval of the instructor, program director and vice president, and within state auditing guidelines.

Registration Procedures

Students are encouraged to pre-register in person, by telephone, or by email with enrollment available on a first-come, first-serve basis. If a class fills with pre-registrants, a waiting list for that class will be maintained for the current session only. Registration and payment of fees will be held at the first class meeting. Insufficient enrollment will result in cancellation of the class. Students are required to pay the appropriate class fees plus the cost of any required text(s) and supplies during the first class meeting.

Census Date

Students must register for Occupational classes on or before the 10% point of the total number of hours the class will be held.

Repeat Policy

The course repetition policy only applies to Occupational Extension courses.

- Students who take the same Occupational Extension course more than twice within a five year period will pay the full student cost, approximately \$6.19 per hour or the cost for the course, whichever is greater.
- Students may repeat Occupational Extension courses more than once if the repetitions are required for certification, licensure, recertification, state-qualifications, or state-mandated in-service training.
- Senior Citizens who take an Occupational Extension course more than twice within a five year period will pay the full student cost.

Students are primarily responsible for monitoring course repetition; however, the Division of Continuing Education will review records and charge students full cost for Occupational Extension courses taken more than twice.

Fees

Registration fees vary according to the type of course and are set by the college according to the State Board of Community Colleges regulations and State Legislators. A registration fee will be charged for each class lasting 21 weeks or less. An additional registration fee will be charged each 16 weeks for classes lasting longer than 21 weeks.

Occupational Extension registration fees are on a sliding-fee scale, based on the number of hours in the course.

- Sliding Fee Scale

Hours	Fee
1-24	\$65.00
25-50	\$120.00
51+	\$175.00

- Every year registration fees for occupational extension classes are reviewed and approved by the State Board of Community Colleges. The registration fees are subject to change.
- Registration fees for classes in the self-supporting category will vary. Each student is required to pay a pro-rated share of the cost to conduct the class
- There are no registration fees for Basic Skills classes. There is a one- time testing fee of \$25.00 when students take the official GED exam.
- There are no registration fees for the Small Business Center seminars.

Books & Supplies

Books and supplies are not included in the registration fee. The cost of books and supplies varies from course to course. Refunds on books are at the discretion of the College Bookstore personnel.

Student Accident Insurance

Some Continuing Education courses, as designated in the current term's schedule, require registering students to participate in the college's Student Accident Insurance program. Information is available from the Continuing Education Coordinator.

Student Malpractice Insurance

All Emergency Medical Services and Occupational Health students who participate in field internship, preceptorship or clinical work must purchase the malpractice insurance provided by the college when registering for the class.

All students participating in preceptorship or clinical work at Craven Regional Medical Center must provide proof of personal health insurance coverage prior to entering the hospital. The health insurance coverage must be maintained during the entire period that the student is involved with the hospital.

Fee Waivers

All Continuing Education students are required to pay the registration fees with the following exceptions:

- N.C. residents 65 years of age or older may enroll in up to 96 contact hours of occupational instruction per academic semester.
- Students enrolled for Special Training that directly relates to job performance (Firefighting, Emergency Medical Services, and Law Enforcement).
- All Elementary & Secondary school employees who enroll in First Aid and CPR classes.
- ABE, GED, CED, and ESL students.
- Students enrolled in HRD classes who meet specific criteria.
- Other categories as noted in the North Carolina Administrative Code.

Refund/Withdrawal Policy

- A student is eligible for a 100% refund if an applicable class fails to "make" due to insufficient enrollment.

- For Occupational Extension classes that are scheduled to meet four times or less, a 75% refund shall be made upon the written request of the student if the student officially withdraws from the class on the first day.
- For classes that are scheduled to meet five or more times, a 75% refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the 10% point of the class.
- REQUESTS FOR REFUNDS WILL NOT BE CONSIDERED AFTER THE 10% POINT. All requests for refunds will be forwarded through the executive director of instructional services.
- There will be no refunds for Self-Supporting classes, since student fees cover the cost of the class.
- There will be no refunds given for Community Service classes.

Distance Learning

- Distance Learning is the interaction of the student and the instructor that occurs when the two are separated by place and/or time. The college offers the following types of Distance Learning classes:
- Online - classes use the internet as the delivery method for teaching and learning. Students will interact with both the instructor and their classmates via e-mail, discussion forums, chat rooms, etc.
- Hybrid – classes are delivered through a combination of face-to-face meetings and online delivery. Hybrid classes do require some on campus attendance.
- Ed2Go – classes use the internet as the delivery method for teaching and learning. All classes run for six weeks (with a two-week grace period at the end). Classes are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, etc. Classes begin on the third Wednesday of each month.

Registering for Distance Learning Classes

Students who are registering for hybrid classes will follow the registration procedures previously stated under “Registration”.

Students who are registering for online and Ed2Go classes can follow the registration previously stated under “Registration” or request the continuing education staff to e-mail the registration form. E-mailed registration forms must be filled out along with a check or money order and mailed to Pamlico Community College, Continuing Education PO Box 185, Grantsboro, NC 28529.

Students who are registering for Ed2Go classes go to the Online Instruction Center at <http://www.ed2go.com/pamlico/>.

- Click the Courses link. Choose the department and course title you are interested in. Select Enroll Now button. Follow the instructions to enroll and pay for your course.
- Contact the Division of Continuing Education and pay by the first day of class. Read and print the orientation for future reference.

- When the course begins (I suggest moving this to after the word Center so all enumerations begin with a verb). Return to the Online Instruction Center when the course begins and click the Classroom link. Use your login with the e-mail address and password you selected during enrollment.

Census Date for Distance Learning Classes

The 10% point for hybrid and online classes will be calculated the same as traditional seated classes. Additionally, students will need to e-mail the instructor on or before the 10% point of the class to let the instructor know they have successfully logged into the class.

The 10% point for Ed2Go students is when the student takes his/her first lesson quiz.

Student Attendance Policy for Distance Learning Classes

Students who are taking online and hybrid courses will follow “Student Attendance” policy previously stated above plus the following:

Online & Hybrid

Students must follow the student attendance policy as stated in the instructor’s course outline.

Ed2Go Students are required to take the quiz for each lesson, as a record of their attendance.

Continuing Education Programs and Services

There are a wide variety of programs and services available through Continuing Education. The offerings are diverse and ever changing. A brief description of the broad categories of programs follows.

Occupational Extension

These courses consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of persons presently employed, and retaining others for new employment in occupational fields.

Life Enrichment

Community Services courses consist of single course, each complete in itself that focus on an individuals (needs an apostrophe) personal or leisure needs rather than occupational or professional employment.

Self-Supporting

Self-supporting courses re offered with the intent of keeping student fees as low as possible. Each student, without exception, is required to pay a pro-rated share of the cost of conducting the course.

Small Business Center

The Small Business Center (SBC) program works to increase the success rate and number of viable small businesses in Pamlico County by providing high quality, readily accessible assistance to prospective and existing small business owners and their employees. Resources, such as reference books, are also available through the Department of Library Services & Cultural Enrichment Programs on campus. For individuals who want to start a small business or expand a business in North Carolina, the Small Business Center has an

interactive CD that can help get a business started. This CD has been customized to include Pamlico County resources. Regardless of experience level, this guide provides information that will be useful in doing business in North Carolina.

Human Resources Development

The Human Resources Development program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults.

Distance Learning

The Distance Learning program provides “non-traditional” courses to students who are self-directed. The courses are offered online and hybrid.

Captive or Co-opted Training

Captive or Co-opted training refers to instruction provided to students who are classified as “captive” audiences and cannot attend other training. These groups of students are defined as inmates in a correctional facility and other groups.

Instructional Services

Basic Skills

The Basic Skills program assists adults in obtaining the knowledge and skills necessary for employment and self-sufficiency, assists adults who are parents in obtaining educational skills necessary to become full partners in the educational development of their children, and assists adults in the completion of secondary school education.

The four components of Basic Skills education are Adult Basic Education (ABE), General Education Development (GED), Compensatory Education (CED), and English as a Second Language (ESL).

ABE is designed for adults who are working at the Pre-GED level.

Instruction targets the individual’s needs to improve his/her skills. Instruction targets the individual’s needs to improve his/her skills and focuses on reading, math, social studies, writing, and science.

The **GED** program consists of classroom instruction designed to qualify a student to demonstrate competency on the GED tests and receive a High School Equivalency from the State Board of Education. The official GED Tests are administered through the Department of Library Services & Cultural Enrichment Programs by appointment.

Compensatory Education is designed for adults with diagnosed special needs. The purpose of the program is to compensate adults with developmental disabilities through a structured and comprehensive educational and life skills program . The focus of the program is to help individuals become as independent as possible through acquiring the basic and life skills needed for successful daily living.

ESL classes provide non-native speakers of English a competency in the English language in order to allow them to function comfortably in their communities. Instruction integrates the English language with topics that prepare students for everyday life, employment, and citizenship.

Instructional Services

Library Services and Cultural Enrichment

Mission

To provide quality support services and resources to meet educational and informational needs.

Components of of Library Services & Cultural Enrichment Programs are:

- The Academic Library
- Audiovisual Services
- Open Computer Labs
- Cultural Enrichment Outreach
- Self-Supporting Life Cultural Enrichment Classes
- The Integrated Learning Center
- GED Testing
- Interactive Classroom (NCIH) Facilitating

The Academic Library Collection

The Library provides access to a broad collection of books and other printed and non-printed materials. The book collection is shelved in open stacks using the Dewey Decimal System, allowing individual browsing and selection. Most books can be checked out for a period of three weeks and may be renewed twice. A fine will be levied when the books are late. A replacement cost is charged for lost books and materials. Faculty can place books/materials on reserve and are subject to different checkout procedures. Reference books are not to be checked out except by special permission.

CCLINC

In addition to the over 20,000 books and periodicals collection located in the library, students have access to over one million books through CCLINC online library catalog (<http://www.cclinc.ncccs.cc.nc.us>). CCLINC is a cooperative agreement between 46 other North Carolina community colleges. Books can be browsed in English, Danish, Spanish, Castellano, French, Chinese and Arabic.

We have other borrowing cooperative agreements with East Carolina University, Mount Olive College, and Pamlico County Public Library.

Monthly featured books are displayed in the Library and also announced on Campus Cruiser and GroupWise.

Books and library material suggestions are encouraged from students, faculty, and staff throughout the year. Students may also call, fax, or e-mail requests for books not found in CCLINC by contacting the Evening Library Technician (eleggett@pamlicocc.edu). Remote access to CCLINC and reference assistance is provided to all students, faculty and staff 24 hours a day and 7 days a week.

Audiovisual Services

Audiovisual materials and equipment that are not a part of the classroom are provided to faculty and staff through a check out system to meet their instructional and institutional needs.

Open Computer Lab

The Library also offers three multi-functional computer labs with a T-1 Internet connection. Students have access to online catalogs, NCLIVE (peer-reviewed journals, periodicals, and newspaper full-text articles). Learning Express Library consists of test preparation and an assortment of computer applications ranging from math tutorials to medical terminology to support student course work. Students can check their e-mail on Campus Cruiser and take an online class.

One of the computer labs is a dedicated study area that can be closed off from the rest of the library as a quiet zone. Another one of the multi-purpose computer labs provides access to faculty, students, staff, and patrons for satellite and video teleconferencing web-casting, to view tele-courses, to practice PowerPoint presentations and other group presentations utilizing the audiovisual equipment and materials.

Students and patrons must follow the College's computer usage policy and guidelines posted throughout the labs. The computers are for enrolled students (16 years or older), faculty, and staff. Computers are also available for community patrons, but students are given priority. The labs are open from 7:30 am until 9:30 pm Monday through Thursday, and from 7:30 am to 3:00 pm on Friday unless otherwise posted.

Cultural Enrichment Outreach Self-Supporting Classes

To encourage community involvement with the college, two-hour mini-workshop classes are offered with opportunities for artists, musicians and authors to demonstrate their creative techniques. The workshop classes are free and open to students, faculty, staff and community patrons. The outreach is a recruitment strategy to encourage course offerings that would generate FTE for the college and to foster community involvement on campus.

Life Enrichment Self-supporting Classes

Self-supporting classes are non-occupational and are offered with the intent of keeping student fees as low as possible. Each student, without exception, is required to pay a pro-rated share of the cost of conducting the class. Classes that could be offered include not limited to:

- Bark Carving Basket Weaving Bead Weaving
- Beginning Sewing
- Blacksmithing
- Boat Building Bread Baking Crafts & Things Culinary
- Foreign Languages Performance Lighting Theater Processes Yoga

Integrated Learning Center (ILC)

The center is open Monday through Thursday from 7:30 am until 9:30 pm and on Friday from 7:30 am until 3:00 pm. Summer hours are posted.

The ILC contains a large selection of self-instructional materials for those who wish to study independently. Students needing help with basic subjects are given assistance with non-credit study that provides the flexibility needed. In all programs of study, the student progresses on an individual basis. Computerized tutorials are also available.

GED Testing

GED testing services are administered through the Department of Library Services & Cultural Enrichment Programs which includes providing testing services on campus and at the Pamlico Correctional Institute in Bayboro, NC. GED students are required to achieve a minimum score of 500 on each pre-test before being allowed to take the official GED Tests. GED classes are also provided on campus and off campus through the Division of Continuing Education. Dates and times are posted. A fee of \$7.50/25.00 must be paid to the College prior to taking any part of the GED Tests. Testing times are posted. Students are awarded the High School Diploma Equivalency by the North Carolina State Board of Community Colleges after they have successfully passed all five of the GED Tests. Students are encouraged to participate in graduation ceremonies. GED diplomas are mailed to students by the GED Division of the North Carolina Community College System.

Interactive Classroom (NCIH)

Interactive classroom delivery (formerly called North Carolina Information Highway (NCIH) classes are offered through a mobile system for students to take distance education courses and is facilitated through the Department of Library Services & Cultural Enrichment Programs. Both Curriculum and Continuing Education courses are offered and are posted on the college's calendar and schedules.

Hours of Operation

The Department of Library Services & Cultural Enrichment Programs is available on campus between the hours of 7:30 am and 9:30 pm, Monday through Thursday, and 7:30 am to 31:00 pm on Friday. Summer hours are posted. Remote access is available 24 hours and 7 days a week for students to use the online library catalog (CCLINC) <http://www.cclinc.ncccs.cc.nc.us>. Students can also access NCLIVE electronic resources <http://www.nclive.org> by selecting Pamlico Community College and using the assigned password.

Student Services

Purpose and Organization

The purpose of the Division of Student Services is to provide support services appropriate and accessible to students, potential students, alumni, staff, and faculty. Services provided by Department of Student Services are essential to the achievement of the educational goals of students and should contribute to their cultural, social, moral, intellectual and physical development. The following services are consistent with the mission of Student Services and of the college:

- Admissions assist students in reaching their educational objectives by enrolling them in curriculum programs or appropriate courses that lead to certificates, diplomas, or degrees.
- Registration further supports students by initiating and processing the paperwork necessary to enroll in classes at the College.
- Student Records maintain accurate records of student grades and other relevant progress reports.
- Counseling Services makes available career and personal counseling from the initial interview until the student leaves the College.
- Financial Aid assists students in meeting educational expenses.

- Placement provides program information, proctors placement examinations, and assists students in finding employment.
- Student Activities are provided through the Student Government Association. These activities help maintain the morale of the student body and make possible a close working relationship between students and College personnel.

The following is a list of community agencies which may render services that at times may be needed by students at Pamlico Community College:

- Department of Social Services
- North Carolina Division of Vocational Rehabilitation North Carolina Employment Security Commission Neuse Mental Health Clinic
- Pamlico County Board of Education
- Pamlico County Health Department
- North Carolina Commission on the Blind HeartWorks (Non-Profit Organization) Pamlico County Veterans' Service Office
- Academic Advising, Counseling,
- Career Development/Placement

The counseling staff provides specific services in the areas of recruiting, testing, orientation, academic advising, personal counseling, program placement, and job placement. Students in the evening programs receive the same services as day students.

Student Services

First Year Experience Program

PCC... We Are Here for You!

The First Year Experience Program (FYEX) is for incoming freshman who have never attended college. The purpose of the FYEX Program is to assist students by providing an array of comprehensive services to promote success. The first year of college is critical in setting the academic tone for future success. Thus, the FYEX Program will help students develop the skills and habits necessary for future success and personal development.

Pamlico Community College is committed to creating an educational climate and culture which supports First Year Students and creates a network of support to connect students to the college and to foster an environment of achievement.

The following is a list of FYEX services and activities to support first year students at Pamlico Community College:

- All incoming students are required to take the Compass Placement Tests. The purpose of this test is to ensure the correct placement of students in courses.
- Developmental Courses are offered to prepare students for college level course work. If students place into Developmental Courses, students will have the opportunity to receive additional assistance through one- on-one time with instructors, advisors and tutors.
- All FYEX students will be assigned an advisor specifically for First Year Students. Students will see their FYEX advisor on a frequent basis during the first year to assist with questions, resources on

campus, pre-registration/registration for classes and for other important information. FYEX students who are enrolled in online programs will be assigned an advisor.

- FYEX advisors will select the new student's course load by considering placement test scores and the student's program of study and career goals.
- The College Student Success course, ACA 111, is a required course for all First Year, first semester students. ACA 111 is especially designed as an orientation to Pamlico Community College and to college life with an emphasis on student success, critical thinking, and study skills.
- FYEX students may take from 12-14 credits each semester.
- Orientation is required and considered a critical component for all FYEX students. Students will be introduced to all campus services, programs and policies. Information regarding Campus Cruiser, the college-wide e-mail and course delivery system, will be presented at Orientation.
- Online students will participate and log on to Pamlico Community College's Online Orientation Program.
- FYEX students are invited to participate in the "Welcome to College" Celebration. First Year students will meet students, faculty, and staff in a campus-wide event.

Orientation

To gain an understanding of the philosophy and standards of the College, students are expected to attend an orientation which has the following objectives:

- To acquaint the students with the physical, academic, and social environment of the institution;
- To interpret school policies, regulations, and procedures to the students;
- To provide information necessary to maximize student understanding of resources available at the College;
- To provide an opportunity for staff and faculty to welcome and get acquainted with students. (I suggest, instead of a period, using a semi-colon (;) as you did with the other ones. Also the next point)
- To insure an orderly educational process in addition to the enforcement of civil laws. Disruptive conduct and activities are prohibited on campus.
- To insure students understand their rights and responsibilities under the College's sexual harassment policy.

Student ID

All curriculum students along with students taking Continuing Education courses requiring a clinical rotation, attending Pamlico Community College, will be provided a Student ID. Continuing Education Students will be issued Temporary ID's in order to attend their respective classes on campus. Curriculum Student ID will be revalidated each semester with a sticker representing the current semester. The Student ID card will be issued during the registration process in the Office of Planning & Effectiveness. The Student ID will not be validated until all financial obligations have been settled. Students will be required to present their ID upon request by a college official. Students who cannot display their ID when asked to do so may be asked to leave the college campus immediately. The Student ID cards will also serve as a library card. All barcodes necessary for them to be a library card will be issued by the Division of Learning Resources. Student will be charged \$5.00 replacement cost for each lost card.

Academic Advising

Upon registration for a particular program, each student is assigned a faculty advisor in his/her major curriculum area. During registration the student meets with the advisor who assists in the planning of an educational program to meet the student's goals. Students should consult regularly with their faculty advisor to review and update their goals.

Counseling Services

Student services include counseling provided by trained personnel. Counseling is available to every student from pre-admission through graduation. Counseling begins with the initial interview and continues until the student transfers to another institution or is placed in a job. The primary purpose of the interview is to aid the student in making a wise decision among choices of study to most closely match his/her needs, interests, and abilities.

The counseling staff is composed of the Vice President of Student Services and counselors. Students should feel free to come by the counselor's office to discuss or explore any problem or condition which impacts their educational program. Students can confide in counselors with the full knowledge that anything they say will be confidential. Any problem or any situation which causes uneasiness or discomfort may diminish academic or personal performance and consequently is important enough to investigate. These matters of concern may be "talked through" with a trained counselor whose purpose is to help see where the difficulty lies and to learn what can be done to remedy the situation. Counseling services may be used on a voluntary or referral basis.

Each student is assigned a faculty advisor who serves to assist the student with specific course planning and registration. Special testing services are available when needed. Tests are, however, auxiliary to the counseling process and are used only where appropriate. These services are available to the student without charge.

Student Records

Privacy of Educational Records

Access to student educational records is regulated by the Family Educational Rights and Privacy Act of 1974. This act provides for the privacy of an individual's educational record and establishes the rights of students to inspect, review, and challenge information in their student records. Pamlico 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, 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 admissions documents, registration documents, grades, and other supporting documents which are maintained in the student's permanent academic file by the Registration Coordinator in Student Services. 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 Vice President of Student Services, who will schedule such inspections. The College will comply with such requests within a reasonable time period not to exceed 30 days after the written request is made. Requests by students

to challenge the contents of educational records must be made in writing to the Vice President of Student Services.

Directory information (student's name, address, telephone number, date of birth, major, participation in officially recognized activities, 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 Vice President of Student Services 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 Vice President of Student Services.

Rights of Parents and Students to Review and Inspect Records

Those who have the right to inspect and review the student's permanent record include:

- The student himself/herself.
- Parents or legal guardians who claim students as dependents under Section 152 of the Internal Revenue Code.

Pamlico Community College presumes that parents or legal guardians of students who have not yet reached the age of 18 claim the student as a dependent for tax purposes. Any student not yet 18 who does not want his/her parents or legal guardians to have access to his/her permanent record file must so inform the Vice President of Student Services (for curriculum records) or the coordinator of Continuing Education services (for continuing education records) and prove that he/she is not a tax dependent of his/her parents or legal guardians. If a parent or legal guardian of a student who is at least 18 wishes to inspect and review his/her child's permanent file, he/she must prove to the Vice President of Student Services (for curriculum records) or the coordinator of Continuing Education services (for continuing education records) that he/she claims the student as a dependent for federal income tax purposes.

Parents or legal guardians or students who wish to inspect and review the permanent record file shall submit a request in writing to the Vice President of Student Services (for curriculum records) or the Coordinator of Continuing Education Services (for continuing education records). When he/she receives a written request for review of the records, the College official shall schedule the review. The appointment date should be as early as possible but never later than 15 days after the request has been made. The inspection and review shall be made in the office of the Vice President of Student Services (for curriculum records) or the coordinator of Continuing Education services (for continuing education records), or at another place designated by the respective controlling official.

A College official competent in interpreting student records shall be present to explain the implications of the records that are examined.

Parents or legal guardians and students who wish to inspect records and live within 50 miles of the place where the records are kept must do so at the place designated by the College. After the inspection, they may request copies of the records they inspected. Parents or legal guardians or students who live further than 50 miles from the place where the records are kept may request copies of the records without first inspecting them at the College. The copies shall be sent by certified mail, return receipt. Division of Continuing Education transcripts shall be sent by first class mail. There will be no fee for copies of records to parents, legal guardians, or students.

Retention & Disposition of Records

Retention and Disposition of records maintained by the Office of Director of Admissions and Records is handled in accordance with the schedules published in the Public Records Retention and Disposition Schedule as prepared by the North Carolina Community College System and Board of Community Colleges for institutions in the Community College System. A copy of this document is maintained in Student Services.

Student Retention and Enrollment Patterns

Information pertaining to student enrollment and retention by program is available in Student Services. Contact the Vice President of Student Services.

Graduates

Information pertaining to graduates by program is available in Student Services.

Placement

Placement Services

Student Services is concerned with two areas of placement: Educational and Occupational.

Educational Placement

A large number of the applicants will have made a choice of program before making application for enrollment. Some of these, as well as a number of other applicants, may require placement assistance in meeting entrance requirements, particularly those applicants who need GED, developmental (college transitional), and/or refresher courses.

Applicants may have an interview with a counselor at the time they make application for enrollment at the College. Later, when the necessary information is acquired, an admission interview may be held to assist the applicant in choosing an appropriate program. The counselor may make use of the COMPASS Placement Test, the Kuder Interest Inventory, Computerized Choices Program, the applicant's experiences, personal interests, and any other pertinent information available about the individual.

When prospective students inquire about programs which are not offered at Pamlico Community College, the counselor, in keeping with the philosophy of helping all our citizens, will provide the necessary educational and occupational information and will assist them in locating an institution that offers the program he/she is seeking.

Four areas of concern which may be instrumental in properly placing students in programs are: (1) placement tests, (2) advanced placement prior to enrollment, (3) transcripts of previous higher education experiences, and (4) recommendation of the faculty or academic advisor.

Occupational Placement

The Job Placement Office is an extended part of Student Services at Pamlico Community College. The office offers services to students, staff, and the community at large in a number of different areas:

- Providing information to prospective employers regarding the Occupational information

- Vocational guidance
- Re-entering the job market
- Job interviewing techniques
- Resume-writing assistance
- Job-seeking strategies

Referrals are made to the local Job Placement Office and testing sites (such as state merit and civil service exams) when needed.

Students interested in part-time or full-time employment are encouraged to register with the Placement Service. The ultimate responsibility for obtaining employment rests with the student.

Other Services

Housing

The College does not have dormitory facilities. Student Services will assist students in locating housing. All arrangements with the landlord are made by the student.

Transcripts

An official transcript of work at PCC will be sent to the appropriate institution upon written request by the student. No transcript will be released until the student's account is cleared with the Business Office and the Library. Students requesting transcripts must complete a transcript request form obtained from Student Services. Students requesting an Official GED Transcript must complete the Request for Official N. C. GED Transcript form located at http://www.ncccs.cc.nc.us/Basic_Skills/ged.htm and submit the completed form either by mail or fax. Unofficial GED transcripts can be requested from the Department of Library Services & Cultural Enrichment Programs.

PCC Rings

Upon completion of 36 semester credit hours, students may order a ring from a representative scheduled on campus during the Spring Semester. Dates and times will be announced. The representative will furnish prices in advance. GED students may order rings upon completion of the GED program.

JobLink Career Center

The JobLink Career Center assists with a wide range of career development needs. Career exploration and counseling is available for anyone undecided about a career path. Information is available on the outlook for employment, salary, work tasks, required training/education, in order to help evaluate the

occupation as a possible career choice. Job search skill development in the areas of resume/cover letter preparation, interviewing, and salary negotiation is conducted individually or in groups. Job placement assistance is provided through the posting of job openings throughout campus and on-line databases of job listings.

Representatives from the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, and Coastal Community Action and other agencies are available for advanced scheduled consultations at the JobLink Career Center, Monday through Friday 7:30 AM – 4:30 PM. Consultations should be scheduled by calling the JobLink Career Center at (252)

745-9931.

The President's Office

Planning, Research, & Institutional Effectiveness

The Office of Planning and Institutional Effectiveness is a part of the Office of the President and includes Planning and Research, Institutional Effectiveness, and the Liaison to the Southern Association of Colleges and Schools (SACS).

All activities related to planning, research, and effectiveness are coordinated under the supervision of the Director of Planning, Research and Effectiveness.

Planning, Research, and Institutional Effectiveness

To ensure the effectiveness of programs and services provided by the college, the Office of Planning, Research and Effectiveness guides the process of studying the mission of the college and implementing changes through the strategic planning process.

Under the supervision of the Director of Planning, Research, and Effectiveness, a broad-based comprehensive planning process defines institutional goals which reflect the mission of the college.

An institutional effectiveness plan is developed biannually and updated with the assistance of the college's Institutional Effectiveness Committee, in conjunction with the North Carolina Community College System's guidelines, and in compliance with the Southern Associations of Colleges and Schools (SACS) criteria. The Director of Planning, Research and Effectiveness serves as the college's SACS liaison.

The President's Office

Community Relations & Marketing

The Department of Community Relations and Marketing is responsible for college publicity including internal communications and increasing public awareness of the college and its programs. The Director of Community Relations manages the advertising and promotional printing processes and serves as a clearinghouse for all college publicity and promotional materials both paper and electronic. Input into the marketing process is provided through a standing Marketing, Recruitment, and Retention Committee which represents all divisions of the college.

Campus Cruiser

What is it?

Campus Cruiser is a Web portal. A portal is a Web site that offers a wide array of services. AOL is a Web portal that you may be familiar with. Campus Cruiser is PCC's Web portal and a window to many features you will need access to while you are a student at PCC.

What services does Campus Cruiser offer?

There are too many to list here, but your "official" student email account is accessed through Campus Cruiser. There is a space called "My Files" where you can save your work. Campus closings, headline news, campus

news, important messages and announcements are just a few of what CC has to offer. Because it is updated as things happen, CC is a good source for the most recent information.

Will my grades be in CC?

All instructors have the option of posting individual grades in CC. Ultimately, as we implement our new college business system, all final grades from the NC Community College System will be accessible through Campus Cruiser. That means if you took an art class at Mayland Community College in 2002, you'll be able to see your final grade via Campus Cruiser from any Internet-capable PC.

Is Campus Cruiser only for online students?

Absolutely not. CC is used to teach both online and traditional classes, but all curriculum students have a Campus Cruiser account. CC is for everybody.

So how do I log on?

Easy! Type in your first and last name (lowercase letters) by which you registered, separated by an underscore. For example, if your name is Jane Doe, you would type jane_doe .

What is my password?

Everyone is given a temporary password to start with. Your initial password is the first initials of your first and last name (uppercase letters) followed by the last four digits of your social security number. Jane Doe's password would be JD1234, for example. You will be asked to change this password to one of your choosing after your first log in. Remember the password you choose so you can log back in.

Campus Regulations

It is a violation of this policy for any administrator, instructor, employee, or student to engage in or condone sexual harassment.

It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of Pamlico Community College are employed.

Any employee or student who believes he/she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties. The Title IX Sex Equity Coordinator shall be responsible for assisting employees and students in seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

Sexual Harassment Policy

It is the policy of the Board of Trustees of Pamlico Community College to provide an atmosphere free from sexual harassment for students, employees, and visitors.

Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission (either explicitly or implicitly), to such conduct is made a condition of employment, instruction, or participation in school activities or programs;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
- When such conduct has the effect of unreasonably interfering with the individual's work; or
- When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

The Title IX Sex Equity Coordinator is the person who is responsible for investigation of any complaint alleging sexual harassment. This person shall be appointed by the President of the College and his/her name and office location shall be posted on the College's bulletin board in the mall area of the main building.

Examples of sexual harassment include but are not limited to:

- Placing nude pictures of men or women on College property (does a comma or a semi-colon belong at the end of each of these enumerations?)
- Offering sexual jokes or humor in the classroom by an instructor
- Making obscene gestures
- Making comments about gender-specific traits
- Promising grades in exchange for sexual favors
- Giving unwelcome hugs or brushing the body
- Carving sexual graffiti on restroom walls or other College property (does a period belong here?)

College Property

Students who, through due process, are found guilty of destroying or abusing College property shall be held liable and dismissed from the College with documentation indicating the student may not be re-enrolled at the College.

Auto Regulations/Parking

Students should park in the main parking area on the right and left of our campus. Spaces in front are reserved for visitors, person with disabilities and the president. The center area in front is the emergency vehicle lane, marked in yellow, and no one is allowed to park in this area. Failure to adhere to the parking policy may result in your vehicle being towed.

Student ID

All curriculum students along with students taking Continuing Education courses requiring a clinical rotation, attending Pamlico Community College, will be provided a Student ID. The Student ID will be revalidated each semester with a sticker representing the current semester. The Student ID card will be issued during the registration process in the Office of Planning & Effectiveness. (Is this the correct place now?) The Student ID will not be validated until all financial obligations have been settled. Students will be required to present their ID upon request by a college official. Students who cannot display their ID when asked to do so may be asked to leave the college campus immediately. The Student ID cards will also serve as a library card. All barcodes necessary for them to be a library card will be issued by the Department of Library Services & Cultural Enrichment Programs. Students will be charged \$5.00 replacement cost for each lost card.

Cell Phone Use

Students must turn off their cell phones prior to entering the class. Cell phones cannot be used at any time during class; this includes text messaging. Students may not leave to take a phone call, without prior permission being obtained from the instructor. Failure to comply with this policy could result in the dismissal of the student from class and an absence will be given to the student.

In emergency situations, exception to this policy may be granted by the instructor. Any student who is on-call emergency personnel (EMS, police, and fireman) is required to notify their instructor of their need for the device at the beginning of the term and must provide documentation verifying their occupation.

Dress Recommendations

Pamlico Community College encourages neatness, cleanliness, and appropriateness of attire for students at all times. In the interest of safety, students will be advised by laboratory and shop instructors as to appropriate dress and shoes to be worn.

Social Life

The Student Government Association may propose events throughout the year for the social, cultural, and educational enrichment of the student and usually all students from various programs are invited to the functions.

Food Service

The College provides vending machines in the student lounge that dispense sandwiches/cakes, cookies, soft drinks, and other sundries. No cafeteria is maintained on campus. Any complaints or requests concerning vending machines service and operations should be directed to the Business Office.

Student Lounge

The student lounge is a place to meet, eat, and relax during breaks and leisure moments. Ample trash receptacles are provided so that (I think the word "that" should be omitted) students and staff may dispose of their own trash and leave the area neat and clean.

The bulletin board in the lounge is maintained by Student Services for student use. Information such as employment opportunities, social and recreational events, and Student Government activities may be posted with the approval of Student Services prior to posting.

Telephone

Students will be called out of class to receive EMERGENCY calls only. Messages will be posted in the Student Lounge. A pay telephone is available in the Student Lounge for student use.

Smoking

Smoking is prohibited in all areas of the College except in designated areas. President of the College is authorized to monitor this policy and to modify it as he/she deems necessary, including the establishment of a smoke-free environment (see page 73 for the Smoking Policy).

Food and Beverages

Drinks and food are prohibited in classrooms, the Library, labs, and shops.

Safety

Students are required to obey all safety regulations of the College. Students will not be allowed to participate in class activities when, in the opinion of the instructor, his/her physical or mental capabilities seem to be impaired. The instructor will refer all students who seem to be physically or mentally impaired by alcohol, drugs, or other substances to the office of Student Services.

Children on Campus

Children are prohibited in the classroom during instruction. If a student brings his/her children to PCC, they cannot be left unattended while the student is in class. If the child is left unattended, the student will be asked to leave class to care for the child. This ruling protects the educational environment for all students from being interrupted as well as preventing this college from being faced with litigation issues.

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 Pamlico Community College by keeping on file with the Records Clerk at all times their current address and telephone number.

Change of Address

Students who change their residence after registration must notify the Business Office and Student Services as soon as possible. You must complete the Change of Student Information form in order for it to be updated.

Academic Freedom

Freedom is a necessary element in education. This freedom must be accorded both to the instructor and to the student. Pamlico Community College makes every effort to see that this situation exists. Hence, no semblance of thought control is imposed upon any faculty member. Each individual is free to investigate, to speculate, to revolutionize, and to express his/her academic convictions. However, it is the policy of the Board that no instructor of the College shall teach or recommend that students disobey the law, whether it be local, county, or federal. As the instructor is free, so is the student. A minimum of rules and regulations exist in relation to his/her personal conduct. Respecting the student as an individual, the College assures him/her the right to self-expression essential in intellectual and educational growth.

Student Conduct

Pamlico Community College expects all students to conduct themselves with honor and to maintain the high standards of responsible citizens. Students whose conduct is disruptive to the education process or other lawful operations of the College will be subject to dismissal and further discipline relative to the conduct. Misconduct includes such behavior as stealing, cheating, damaging institutional or personal property, or assault of others.

The campus and College facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on, as well as off, the campus.

Student Discipline

The president or designated representatives may, after suitable investigation, dismiss, suspend, or expel any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the College. Through due process, the president or designated representatives will investigate reported incidents.

Student Involvement in Political Activities

Pamlico Community College endorses the concept of citizenship development. Because the College believes that its students should become as knowledgeable as possible about the various political candidates and their platforms, it permits group activities in support of a candidate or candidates, provided the guidelines as set forth below are followed.

The President of the College shall designate those meetings which are considered to be sponsored by the College. Therefore, unless the meeting is specifically designated in this policy as College-sponsored, the Request for "Use of Facilities" form must be completed. It should be noted on this form that the request includes being designated as a College-sponsored meeting.

- Meetings which fall within College sponsorship automatically include: approved meetings of the governing boards of the student activities committee, other College-sponsored student organizations, and College-sponsored alumni meetings.
- Any approved student organization may use the facilities but must schedule the meeting with the appropriate College personnel.
- Political organizations comprised exclusively of students at Pamlico Community College may meet so long as such organizations do not allow non-student participation on campus except that such student organizations may invite non-student speakers to appear exclusively before the membership of their organization.(Did I mess up the indentation on this also? If not, it needs fixing.)
- Space will be provided for group discussions or planning sessions. The time and space shall be agreed upon jointly by the SGA president or president of other approved student organizations and Vice President of Student Services.
- Activity in the halls must in no way interfere with classes or the instructional process.
- Rallies may be held in the late afternoon between the hours of 4:00 p.m. and 7:00 p.m.
- Classes during the day or evening are not to be disrupted by any activity that might occur or any candidate or representative that might visit the campus.
- Students are to refrain from placing bumper stickers or other similar devices on any vehicle unless permission has been obtained from the owner.

For specific details on use of College facilities, see College Policy Manual Section 8.3 Regulations Governing the Use of the College Campus. Manuals are available in the instructors' and administrators' offices and the library.

Smoking Policy

Smoking is not allowed inside College buildings, or within 25' of any entrance.
Smoking is allowed in designated areas.

Drug Abuse

While on campus, a student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

Possession of Weapons on Campus

Possession of weapons on campus or at any Pamlico Community College class site, activity, or program, is a violation of North Carolina Law (GS14-269.2).

It shall be a class 1 felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite, cartridge, bomb, grenade, mine, or powerful explosive on campus or any Pamlico Community College class site, activity, or program.

GS14-269 prohibits the possession of any weapons (guns, knives, blackjacks, metallic knuckles, etc.) on campus.

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor or razor blades, or any sharp-pointed or edged instrument, except instructional supplies,

unaltered nail files and clips, an ordinary pocket knife whose cutting edge is fully enclosed in its handle, and tools used solely for preparation of food, instruction, and maintenance on campus or at any Pamlico Community College class site, activity, or program.

Any person found to be in violation of the law will be referred to the local law enforcement authorities for appropriate legal action.

Students who violate the law will be suspended immediately for a minimum of one full semester. A student is identified as any person currently enrolled in continuing education class(es) or curriculum class(es), whether the person is an adult or a minor.

A violation of this policy or possible violations during day or evening operations shall be reported to the office of Student Services immediately by phone, 249-1851, or in person. The Vice President of Student Services shall cause a full inquiry to be conducted and civilian police to be notified if deemed necessary. An incident report shall be completed on all violations of this policy. Violations shall be reported in the annual crime statistics published by Student Services as required by the Campus Security Act of 1990.

Crime Awareness & Campus Security

Pamlico Community College is in compliance with the Crime Awareness and Campus Security Act of 1990 and will provide the safest educational environment possible for all students, faculty, staff, and visitors. Known and suspected violations of Federal and North Carolina laws and other emergencies should be reported to the College for action. Acts such as murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violation, drug abuse violation, and weapons possession must be reported immediately.

The Pamlico County Sheriff's Office and Pamlico Community College work cooperatively to apprehend and prosecute violators of the law.

Students, faculty, and staff must recognize that they should take individual steps to protect themselves from becoming victims of crimes and work together as a campus community in the prevention of crime and the promotion of security.

Annual Report of Criminal Offenses

The Crime Awareness and Campus Security Act of 1990 requires publication of criminal activity in the following categories. The figures shown represent the campus of Pamlico Community College.

Category	Calendar 2009	Calendar 2008	Calendar 2007
Murder	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crime	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	0	1	0
Illegal Weapons Poss.	0	0	0

No arrests were made in 2006 for liquor law violations, drug abuse, or weapons possession.

Handling of Disruptive Activities

Disruptive activities are dealt with by the President and the Vice Presidents who exercise responsibility within defined areas. The Vice President of Administrative Services is responsible for the orderly conduct of activities which occur on the campus but outside the classroom. The Vice President for Instructional Services is responsible for the orderly conduct of the faculty and students in the classroom during the instructional process. The Vice President of Student Services assists in matters as requested by other responsible administrators. Any incident which occurs during evening hours must be reported to the college representative on evening duty.

The procedures to be followed in the event of disruptive activities are as follows: (indentation of list?)

- Instructor (or person in authority in area of disruptive activity) informs the President or the ranking member of the administrative staff on campus.
- Administrator responds to the trouble area immediately.
- Instructor (or person in authority in area of disruptive activity) attempts to restore order, keeping in mind that the minimum amount of restraint to normalize the situation is the desirable approach.
- Instructor (or person in authority in area of disruptive activity) makes an immediate verbal report to the President and/or immediate supervisor.

Plagiarism and Cheating

Pamlico Community College guarantees integrity of the academic process. Cheating and plagiarism are considered to be threats to this integrity.

Students are expected to perform honestly and to work in every way possible to eliminate cheating by any member of a class.

Instructors have the responsibility to fairly evaluate the academic progress of each student and are obligated to explain Pamlico Community College's policy on cheating and plagiarism and how it applies in that course.

Cheating is the intent to deceive the instructor in his/her effort to evaluate fairly any academic exercise. It includes copying homework, class work, or required projects (in part or in whole) and handing it in as one's own; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit and proper punctuation and when one uses the ideas of another without proper credit. Whenever phrasing is borrowed, even if only two or three words, the borrowing should be recognized by the use of quotation marks and by frequent mention of the author's name.

Penalties for Plagiarism or Cheating

If an instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply:

First Offense: The instructor will determine the corrective action and will submit a written report of the incident to the Vice President of Student Services and the Vice President of Instructional Services.

Second Offense: Violation of the regulation can result in the instructor's dropping the student from the course, assigning a grade of F, and filing a report in the student's file. The student may be suspended from the College.

All decisions may be appealed through the Student Appeals Procedures.

Student Appeals Procedures

Should a student wish to appeal any decision imposed by a College official, a written notice of appeal should be submitted by the student within 2 working days of the date of the written notification. The appeal should be directed to the Vice President of Student Services.

The Student Appeals Committee is composed of the following: The Vice President of Instructional Services and the President of the Student Government Association. Other members are appointed by the President.

The Student Appeals Committee will convene within 2 school days of the notice of appeal. The result of any appeal made to the Student Appeals Committee will be determined by a majority vote of the committee members. Based upon the outcome of this voting, a written recommendation will be sent to the President's office by the committee chairperson. In addition, a written notice of recommendation rendered to the President will be sent to the student. Any adjustments of the original disciplinary action rendered will come from the President's office.

Should a student desire to make a second appeal, a written notice will be made to the Board of Trustees through the President of the College. In order to appeal before the Board of Trustees, the student must adhere to the following procedure:

- Inform the President in writing of the desire to schedule a hearing by the Board of Trustees. This request should be made in writing within five school days after the student is advised of the findings of the Student Appeals Committee.
- Inform the President as to the number and identity of individuals who will accompany him/her.

It is the President's responsibility to notify the appropriate members of the Board of Trustees. The secretary of the Board of Trustees will place the item on the agenda and notify the student of the date, time, and place of the meeting. The Board of Trustees will meet as soon as possible, after receiving the request. The time that may elapse between the appeal notification and the date the Board will convene usually will not exceed 20 calendar days. The student will be notified in writing of the results of the appeal by the Chair of the Board of Trustees, and this shall be the final action. Copies of such notification will be forwarded to the President and Student Appeals Committee.

Student Grievance Procedures

A grievance is a student allegation that a college action or decision is discriminatory or has a negative effect on the student's status at the college.

The purpose of that student grievance procedure is to provide a system to resolve student complaints against faculty, staff, other students, or third parties concerning the following:

- Alleged discrimination on the basis of age, gender, sex, race, national origin, disability.
- Sexual harassment complaints.
- Academic matters, excluding individual grades except where illegal discrimination is alleged.

Complaints falling under the first two above shall be reported to the appropriate college official (s) as posted in the college catalog, on public bulletin boards, and through information available in Student Services. Additional information on sexual harassment policy appears on pages 67-68 of the 2009-2010 Pamlico Community College General Catalog. Procedures published in the Board Bylaws & Policy Manual dealing with Complaints of Discrimination and Sexual Harassment (current 2.29 Part-2 page 7-82) provide detailed instructions for the processing of complaints of both discrimination and sexual harassment.

With regard to academic matters or other nondiscriminatory complaints under 3 above, the current Student Appeals Procedures published on pages 76-77 of the 2011-2012 Pamlico Community College General Catalog shall apply.

Title IX Complaint Process

The Title IX Complaint Process provides an aggrieved student or employee the opportunity to report a complaint of sex discrimination to the regional Office of Civil Rights (OCR) for investigation. The aggrieved person may register such an investigation with the OCR. The aggrieved person may register such a complaint regardless of whether he/she is using the institution's grievance procedure. Contact the Title IX Coordinator for information. The OCR address is 101 Marietta Street NW, Atlanta, GA 30323.

Health Services

As a commuter college, Pamlico Community College maintains no health facilities other than first-aid equipment. The responsibility for medical services rests with the student and his/her parents or guardian.

First-aid kits are located in Student Services and in laboratory and shop areas for student use in treating minor injuries. All injuries, however minor, must be reported to the instructor. If the injury requires more attention than first-aid, the instructor will make a report to Student Services. Student Services personnel will make provisions for the injured to be transported to local physicians or to the emergency room of the local hospital, which is located in New Bern.

Communicable Disease Policy

Students and employees of the College who may be infected with a reportable communicable disease as defined by the North Carolina Commission for Health Services 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 welfare of the individual, other members of the institutional community, or others associated with the institution through clinical, cooperative, intern, or other such experiences, involving the general public.

Persons who know, or have reasonable basis for believing that they are infected, 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 others.

Persons who know that they are infected are urged to share that information with their division head or advisor so the College can assist in the appropriate response to their health and educational needs. Such information will be disclosed only to responsible institutional officials on a strictly limited, need-to-know basis, unless the individual consents in writing to other releases of the information. The College is obligated by law to disclose to public health officials information about all confirmed cases of reportable communicable diseases.

Student Activities

All extracurricular activities operate under the jurisdiction of the Vice President of Student Services and have an assigned sponsor. The sponsor and the officers of the activity will be responsible for its program.

The purpose of such activities is to promote student professional growth, individual and school pride, and student morale.

Extracurricular activities should not interfere with the educational process. Care should be taken to ensure that these activities are scheduled so as not to interfere with classes. Students wishing to organize additional activities must apply to the Vice President of Student Services according to the College policies stating the purpose and objective of each activity.

Guidelines for Establishment of Student Activities

Pamlico Community College makes every effort to surround students with activities and services conducive to intellectual growth and worthwhile use of leisure time. This is done to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations, and to stimulate student participation in activities. In return, the student is expected to follow established policies and to devote his/her efforts to his/her personal improvement and the good of the College.

Student Publications

Any student publication, i.e., yearbook, magazines, newsletter, etc., shall operate under the jurisdiction of the Student Publications Committee and the Vice President of Student Services.

The campus publications are student written and student edited. The College, by sanctioning the campus publications, is also held accountable for their content. Therefore, the College must ask the student editorial staffs to produce publications that are in harmony with the overall policies and responsibilities of the College.

Student Publications Committee

The Publications Committee shall consist of two staff members, appointed by the President, and two students selected by the Student Government Association.

Functions of the Committee:

- Approval of editors selected by the campus publications staff.
- Approval of the staff recommendations made by the campus publications staff.
- Removal of the editor if his/her removal should be judged necessary.
- Appropriate action if the advisor-staff relationship becomes unworkable.

The committee will meet annually unless special meetings are called. Actions of the committee are subject to review by the President of the College at the request of the advisor or staff. Committee actions will be final unless such request is made within 48 hours.

Editors

The editors and Student Publications Committee accept the responsibility for the publications and their contents. The editor has the responsibility to seek advice on all matters regarding school policy and suitability of publication materials.

An editor shall be a qualified student selected by the staff of the publication which he/she will lead. The prospective editor will then be approved by the Student Publications Committee, thus, clearing the way for him/her to begin work.

In the event of poor academic standing, irresponsibility, incompetence or inefficiency of the editor, action may be taken to secure his/her removal from office. Removal of the editor shall be by a voting majority of the Student Publications Committee.

Advisor-Staff Relationship

Good working relationships between the advisors and the staff are essential to the production of good campus publications. If such a relationship does not exist, both the staff and the advisor have the responsibility of reviewing the situation before the Student Publications Committee. The review may be initiated by either the editor or the advisor.

Student Organizations

Student organizations or clubs may be organized by following procedures outlined in school policies. The Vice President of Student Services should be contacted regarding existing or proposed student organizations.

Student Government Association

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

in decision making. The President of the SGA serves as a non-voting member of the College's Board of Trustees.

The officers of the SGA are President, Vice President, Secretary, and Treasurer. Election for these offices is held immediately after fall registration.

Student activities sponsored by the SGA may include cookouts, parties, field days, recruitment programs, and special seasonal activities. Activities may be provided subject to adequate funding in the SGA budget.

Phi Theta Kappa

Phi Theta Kappa is the only national honor society for American community/junior colleges. Offering opportunities for leadership and service, the honor society also promotes the exchange of ideas, personal enrichment through fellowship with other scholars, and the encouragement of scholarships for advanced education. Eligibility requirements include current enrollment in a two-year college, good moral character and citizenship, and a 3.5 GPA for at least 12 hours of work leading to a recognized two-year degree

**Pamlico Community College
Report Card on
Performance Measure Results**

The North Carolina Community College System has utilized numerous processes over the past three decades to ensure public accountability for state monies spent. These processes have included fiscal audits, program audits, institutional effectiveness plans, and program review. Beginning with the 2008-2009 fiscal year, a new system of accountability based on 8 performance measures was implemented and has become the cornerstone of public accountability.

The 8 performance standards are listed below:

- Progress of Basic Skills students.
- Passing rate for licensure and certification examinations.
- Performance of college transfer students.
- Passing rate in developmental courses.
- Passing rate of developmental students in subsequent college-level courses.
- Student satisfaction of completers and non-completers.
- Curriculum student retention, graduation & transfer.
- Business/Industry satisfaction with service provided.

**2009-2010
PERFORMANCE MEASURE
RESULTS**

	Measure	Standard	* Met
1	Progress of Basic Skills Students	79% making progress	Yes
2	Passing rates on licensure and certification exams	46% aggregate passing rate	No
3	Performance of College Transfer	**	**
4	Passing Rates in Developmental Courses	77% passing rate	Yes
5	Success Develop. Students in Subsequent College Courses	82%	Yes
6	Student Satisfaction of Completers And Non-completers	99% passing rate	Yes
7	Curriculum Student Retention, Graduation & Transfer	72%	Yes
8	Client Satisfaction with Customized Training	99% satisfied	Yes

*Source: NCCCS 2011 Critical Success Factors Report

**Sample size too small to report, this standard was not included in report as met or not met

Academic Regulations

Student Classifications

Freshman: A student who has earned less than 30 semester hours of credit. **Sophomore:** A student who has earned 30 or more semester hours of credit. **Full-time Student:** A student who is registered for 12 semester hours or more. **Part-time Student:** A student who is registered for 11 semester hours or less.

Provisional Student: An applicant or transfer student who is applying too late to complete admission procedures, or a student whose file is not complete. Students cannot remain in provisional status more than one semester.

Special Student: A full- or part-time student not seeking a degree or diploma. A student may take courses totaling no more than nine credit hours as a Special Student.

Audit Student: A student who is enrolled in, but not seeking credit for, a course (for interest only). Audit students are not required to complete course work or exams. They do not receive credit for the course.

Attendance

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student must attend a minimum of 80% of the total class hours, laboratory periods, and shop sessions for each course in order to receive a passing grade.

In developmental courses, a student must attend a minimum of 85% of the total class hours, laboratory periods, and shop sessions for each developmental course in order to receive a passing grade.

In allied health core courses, a student must attend a minimum of 90% of the total class hours and laboratory periods. Additional attendance requirements may be placed on externships and clinical field trips. See the Allied Health Handbook and the individual instructor's course syllabus for clarification of absentee policy.

The calculation of the attendance policy begins with the first scheduled day of classes, not when a student enters the class. For example, if the student waits to enroll until late registration, the student will be counted absent for those days actually missed prior to physically entering the class. Tuition and fees also must have been paid before the student's attendance can be counted.

Each student has the full responsibility of accounting to the instructor for each class session missed. The instructor determines if the work missed can be made up; however, any work that is made up cannot be used to erase any absences. Regular attendance contributes greatly to academic success, and unnecessary absences are detrimental to a student's work. Any student who is absent from a course for indiscriminate reasons may lose credit, if absent later, because of personal sickness or other emergencies.

Punctual class attendance is expected for all students. Three late arrivals and/or early departures count as one absence. Tardiness in excess of 15 minutes from the start of the designated class time results in an absence for that class period.

NOTE: The above policy is minimal. Individual instructors may have more stringent absentee policies.

Scheduled Course Times

College credit classes meet between the hours of 8:00 a.m. - 10:00 p.m. Monday through Thursday, and 8:00 a.m. - 1:00 p.m. on Fridays. Additional class times are available and publicized for weekends. Classes meet for 50 minutes of each class hour scheduled, and proportionally for additional time.

Inclement Weather Plan

The President or his/her designee makes the decision whether classes will be held during periods of inclement weather. As soon as the president makes a determination that the college is to be closed or classes delayed, an announcement will be posted to the college website: www.pamlicocc.edu, Campus Cruiser: <http://prod.campuscruiser.com/pamlico/>, and the college's Facebook page: <http://www.facebook.com/pages/Pamlico-Community-College/60407867944>.

Recorded updates will be available throughout the inclement weather situation by calling 252-249-1851, ext. 3123. Local radio and television stations also will be notified, but no guarantees can be made as to when notifications will actually be placed on the air. Announcements will specify whether the College will be closed for students and all employees, or just that classes will be suspended and all administrative, clerical, and maintenance personnel will report.

Interested parties should tune in to one of the following

Radio/TV Stations

WITN-TV (Washington)
WCTI-TV (New Bern)
WNCT-TV (Greenville)
WSFL 106.5 (Greenville-New Bern)
WRNS 95.1 (Kinston)
89.3 (Public Radio East)

Curriculum and Continuing Education classes cancelled because of adverse weather, natural disasters, emergencies, or other unanticipated causes will be rescheduled or made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the College's administration. The alternative(s) chosen may be affected by the duration of the closure, the point at which the closure occurs in the academic term, or other factors, but the College will make a good faith effort to make up classes which have been missed.

Academic Load

Students enrolled for 12 or more semester credit hours are designated as full-time students. A student may not enroll for more than 21 semester hours without the approval of his/her advisor and the Vice President of Instructional Services. Determining factors include the student's overall academic progress and attendance record. A student whose academic advisor places him/her on academic warning may be advised to take a reduced course load. Students employed full- or part-time may also be advised to take a reduced course load contingent upon their academic standing.

Semester Hour Time Chart

Associate, Diploma, and Certificate:

Full time	12 semester credit hours
3/4 time	9-11 semester credit hours
1/2 time	6-8 semester credit hours

Clock Hour Program:

Full time	22 or more contact hours per week
3/4 time	16-21 contact hours per week
1/2 time	11-15 contact hours per week

Learning Lab (High School Preparatory):

Full Time	22 contact hours per week
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Adult Basic Education

(ABE-GED) 18 contact hours per week; maximum allowed - 726 hours.

Academic Advising

It is the student's responsibility to keep a record of his/her own progress. This includes being aware of grade point averages, course failures, courses repeated, and the requirements to be met for graduation. Faculty advisors maintain files on each of their advisees. The advisor provides a course requirement checklist to the student upon entry into a curriculum program. The checklist is used by the student and the advisor to monitor the student's progress and achievement of goals.

Grading System

The 4.0 quality point system is used to calculate student quality point averages. The letter grades used are:

A	90 – 100	4 grade points per hr.
B	80 – 89	3 grade points per hr.
C	70 – 79	2 grade points per hr.
D	60 – 69	1 grade point per hr.
F	Below 60	0 grade points per hr.
I	Incomplete	0 grade points per hr.
AU	Audit	0 grade points per hr.
T	Transfer Credit	0 grade points per hr.
WF	Withdraw Failing	0 grade points per hr.
W	Withdrew	0 grade points per hr.
X	Student Never Attended	0 grade points per hr.
Z	Proficiency	0 grade points per hr.

Grade of Incomplete

A grade of "I" must be removed by making up the work by the end of week eight of the next semester. After one semester (not including summer) a grade of "I" will be changed by the instructor to a grade of "F" which will be computed in the GPA.

Writing-Intensive Course Grades

Writing-intensive courses or sections are identified each semester in the course schedules and will be designated “WI” on the student's transcript.

Grade Point Average (GPA) Calculation

Divide total grade points by the number of hours attempted. Example:

Fall Semester:

Course	Hours Attempted	Hours Earned	Grade	Points
BUS 110	3	3	C	6
ENG 111	3	3	A	12
ECO 152	3	3	B	9
Total	9	9	27	

$27/9 = 3.0$ Grade Point Average

Courses with an “Incomplete” grade are not used in computing grade point averages; however, a student with an “Incomplete” is not eligible for the Dean’s List or Honor Roll and must complete the course by the eighth week of the following semester. The instructor records a grade of “F” if the student does not complete the course during the first eight weeks of the next semester following the grade of incomplete.

An “I” is normally given when a student has completed most of the course requirements and must stop attending the course because of a verifiable emergency, either personal or within the immediate family. Part-time instructors must gain the approval of the appropriate department chair prior to awarding an “I” and must make arrangements with the chair so the student can complete the course requirements if that instructor leaves the College at the end of the semester.

Student Right to Know Act/Disclosure

In compliance with the Student Right-to-know Act, Pamlico Community College hereby discloses a graduation/completion rate of 50% for the 2006 cohort of full-time degree/diploma/certificate seeking students.

Dean’s List and Honor Roll

All full-time students maintaining a semester grade point average between 3.5 and 4.0 will be recognized on the Dean's List.

A semester grade point average between 3.0 and 3.49 will entitle full-time students to be listed on the Honor Roll.

Part-time students enrolled in at least 6 credit hours of work maintaining a semester grade point average of 3.5 or higher will be recognized on a Student Recognition List.

The Dean's List, Honor Roll, and Student Recognition List are prepared by Student Services and mailed to all local or area newspapers.

Honor Graduate Requirements

Students on the Dean's List graduating with 3.5 or above will be recognized with an honor cord and gold tassel at graduation exercises. The student can order these items through Student Services. GED students with 2750 or above will be recognized with honors at graduation.

Dropping/Adding courses & Withdrawals

Drop/add dates and time periods are published in the College calendar and other handouts published prior to each semester.

A student may withdraw anytime during the semester up to the end of the 11th week (date published in the calendar). A Registration Change Notice Form must be obtained from Student Services and completed to initiate the withdrawal process. Upon signing this form, the instructor will assign a grade of "W" (withdrawal) on each course for which the student was registered.

After the 11th week of the semester, withdrawal (W) is allowed only in the case of emergency, e.g. death or serious illness in immediate family, migration, or change in employment requirements caused by employer.

A non-approved withdrawal constitutes extended absence and results in an automatic "F".

Faculty Withdrawal

Students will be automatically withdrawn from any course when absent more than 20 percent of the total class, laboratory, or clinical. Students may also be withdrawn from the course if the student fails to comply with the course requirement as described in the catalog, syllabus, and/or assignment schedule after the 1st "Early Alert" has been submitted to Student Services.

Academic Standards

Students are expected to maintain a GPA of 2.0, which is required for graduation. A student with a GPA less than 2.0 is subject to academic probation.

Repeating Courses

Students may retake any class to improve their grade no more than once without review of the circumstances and written permission of the Vice President of Instructional Services. The Vice President of Student Services will be notified in writing, if the student has been approved by the Vice President of Instructional Services to take a class more than twice.

Academic Probation

A student whose cumulative GPA falls below 2.0 will be placed on academic probation and will be notified in writing of that status by the Financial Aid Officer. The student will be required to schedule a conference with his/her faculty advisor and a counselor before registering for the next semester. Determined by the nature and severity of the student's academic difficulty, a program of action will be developed to help the student deal with his/her problems before they become chronic. Options are a possible reduction in course load, repetition of a course or courses, enrollment in developmental classes, or referral to the Student Success Center. Any student who is participating in the Federal Work Study Program (FWS) and has been placed on academic probation will not be able to hold a work study position while on academic probation. Once a student's

quantitative GPA is 2.0 or higher, the student may again participate in the FWS program, providing they are eligible for funding.

A student whose cumulative GPA remains below 2.0 for a second consecutive semester will remain on academic probation and will be notified in writing of that status by the Vice President of Student Services. Again, the student will be required to schedule a conference with his/her academic advisor and a counselor prior to registering for another semester. At this meeting, the student's progress over the past semester will be evaluated.

A student readmitted to PCC after being suspended for academic reasons is required to earn a quality point average of 2.0 or higher during the term of readmission. If the student does not earn a quantitative grade of 2.0 or higher, he or she will be dismissed from all degree, diploma, and certificate programs.

The staff at PCC is committed to helping the student. If a student has academic deficiencies, the staff works to help the student understand his/her difficulties, to confront them, to work to overcome them, and to set realistic and attainable educational goals. It is, however, the student's responsibility to use the resources and services PCC makes available.

Auditing

A student may audit any course offered at PCC. Courses which have been audited can later be taken for credit. The cost for auditing a course is the same as taking the course for credit.

Students auditing courses are not required to take examinations. No grade or credit is given. The student must register for the course during registration, and audit will be noted on the form. Financial Aid is not available for audited courses.

Graduation Requirements

Graduation exercises are conducted once each year following Spring Semester. Additional ceremonies are conducted by programs as determined by the department or program. Prospective graduates must be recommended by the director of the program in which the credential is being awarded.

- An application for graduation should be filed at the beginning of the Spring Semester by completing the application form and returning it to Student Services.
- A prospective graduate must be currently enrolled in Pamlico Community College, have completed a minimum of 25% of the required program course work at the College, and meet the minimum requirements for the credential.
- A student must have an overall GPA of 2.0 or higher to be awarded a certificate, diploma, or degree.
- All financial obligations to the College, including the Business Office and the Library, must be cleared before a student can participate in graduation or be awarded any credential.
- There is no graduation fee. Caps and gowns which students may order at the specified time before graduation usually up to \$30.00 and are ordered through Student Services in the spring.
- Students are encouraged, but not required, to attend the graduation ceremony

Programs of Instruction

PCC curriculum programs lead to certificates, diplomas, and associate degrees.

Associate in Applied Science (A.A.S.) degree programs provide preparation for various career fields with entry level skills and competencies required in today's technologically-oriented workplace.

The **Associate in Arts (A.A.)** degree program is designed for transfer to a senior college or university at the junior level.

The **Associate in General Education (A.G.E.)** degree is not intended for transfer, but it provides the latitude and options for students to design programs tailored to their needs and interests.

Students seeking degrees may opt to receive a diploma or certificate after receiving academic and career counseling, and approval by their advisors.

The Pamlico Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment.

Graduates of Commission on Accreditation of Allied Health Education Programs (CAAHEP)-accredited medical assisting programs may be eligible to sit for the AAMA's Certification Examination to become Certified Medical Assistants.

Graduate Competence in a General Education Core

All graduates of Pamlico Community College must have demonstrated competence in a general education core. To that effect, each degree program at the College requires students to successfully complete collegiate courses that measure competence in reading, writing, mathematics, and the use of computers. Since many of its programs do not require students to complete a course in oral communication, however, the College has defined competencies it believes are germane to speakers in all fields and that it believes its graduates should demonstrate.

A competent public speaker:

- Chooses and narrows a topic appropriate to his or her audience and the length of the presentation;
- Selects a central idea appropriate to the purpose of the presentation;
- Researches and finds materials to adequately support the presentation;
- Effectively organizes the presentation into an introduction, three-point body, and conclusion, using transitions between parts;
- Speaks extemporaneously, using notes only as references;
- Maintains eye contact with the members of the audience;
- Speaks at an appropriate rate and with clarity and volume;
- Uses expressive gestures and movements and exhibits good posture.

The College evaluates successful student achievement of the above competencies in the six-hour communications block of coursework that is required of all graduates of all programs.

PROGRAM DESCRIPTIONS

Associate in Arts Degree (A10100)

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of college transfer course. (Ref. 23 NCAC 2E.0204) Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

Courses are approved for transfer through the Comprehensive Articulation Agreement. Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

Program Student Learning Outcomes

Upon successful completion of the Associate in Arts program, graduates should be able to:

- Exhibit college readiness as demonstrated by appropriate time management skills, comfort with independent learning, and respect for the principles of academic honesty. (ACA 111)
- Construct purposeful and effective written essays, and research papers that demonstrate an understanding of rhetorical strategies and use experiential evidence and appropriately documented academic research. (ENG 111, ENG 112, COM 231)
- Communicate information to a variety of audiences using appropriate written, spoken and/or visual methods. (CIS 110, ENG 111, ENG 112, COM 231, PSY 150, SOC 210, CHM 131, CHM 131A, ENG 131)
- Demonstrate competent and relevant technology skills. (CIS 110)
- Recognize and appreciate the importance of the systematic acquisition and analysis of knowledge as the keystone of life. (ACA 111, CIS 110, ENG 111, ENG 112, HUM 115, COM 231, PSY 150, SOC 210, BIO 140, BIO 140A, HEA 110, CHM 131, CHM 131A, ENG 131)

Biotechnology (A20100)

The Biotechnology Curriculum is offered as a 1 + 1 with Pitt Community College. The Biotechnology curriculum emerged from molecular biology and chemical engineering. The program is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology. Course work emphasizes biology, chemistry, mathematics, and technical communication. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Biotechnology Course and Hour Requirements

GENERAL EDUCATION COURSES (44 SHC)*

		Class	Lab	Clin	Credit
Communications (6 SHC)					
ENG 111	Expository Writing	3	0	0	3
Communications Elective: Select 3 SHC:					
ENG 112	Argument-Based Research	3	0	0	3
ENG 114	Professional Research & Report	3	0	0	3

ENG 114 may be substituted for ENG 112 in certain colleges or majors. Students should check with transferring college or department before selecting ENG 114.

Humanities/Fine Arts (12 SHC)

Select four courses from at least three of the following discipline areas. At least one must be a literature course.

Art

ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3

Foreign Language

SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

Humanities

HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Introduction to Film	3	0	0	3

Literature

ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3

Music

MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3

Philosophy and Religion

PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Substitutions

COM 120	Intro. Interpersonal Communications	3	0	0	3
COM 231	Public Speaking	3	0	0	3

All Elementary Education (A1010R), Middle School Education (A1011A), and Special Education (A1010Z) pre-majors must take COM 231.

Social/Behavioral Sciences (12 SHC)

Select four courses from at least three of the following discipline areas. At least one course must be a history course.

Anthropology

ANT 210	General Anthropology	3	0	0	3
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Economics

ECO 151	Survey of Economics	3	0	0	3
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Geography

GEO 111	World Regional Geography	3	0	0	3
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History

HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3

Political Science

POL 120	American Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3

Psychology

PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3

Sociology

SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Natural Sciences (8 SHC)

Select two courses, including accompanying laboratory work, from among biological and physical science disciplines.

Astronomy

AST 111	Descriptive Astronomy	3	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	1

Biology

BIO 110	Principles of Biology	3	3	0	4
BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Laboratory	0	3	0	1

Chemistry

CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
CHM 132	Organic and Biochemistry	3	3	0	4

Mathematics (6 SHC)

College algebra is required for transfer to UNC system. CIS 110 or CIS 115 qualify as 2nd unit (quantitative option).

CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Programming & Logic	2	3	0	3

Mathematics

MAT 161	College Algebra	3	0	0	3
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OTHER REQUIRED HOURS (21 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Health

HEA 110	Personal Health/Wellness	3	0	0	3
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Physical Education

PED 110	Fit and Well for Life	1	2	0	2
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Other required hours include additional general education and professional courses which have been approved for transfer. These courses do not meet general education core requirements.

ACC 120	Principles of Accounting I	3	2	0	4
ACC 121	Principles of Accounting II	3	2	0	4
ART 113	Art Methods & Materials	3	0	0	3
ART 283	Ceramics I	0	6	0	3

BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
BIO 275	Microbiology	3	3	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
ENG 125	Creative Writing I	3	0	0	3
ENG 126	Creative Writing II	3	0	0	3
ENG 272	Southern Literature	3	0	0	3
ENG 273	African-American Literature	3	0	0	3
ENG 274	Literature by Women	3	0	0	3
HIS 221	African-American History	3	0	0	3
HIS 226	The Civil War	3	0	0	3
MAT 161A	College Algebra Lab	0	2	0	1
MUS 131	Chorus I	0	2	0	1
POL 130	State & Local Government	3	0	0	3

Total Semester Hours Credit in Program

64-65

*Students must meet the receiving university's foreign language, health, and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Wachovia Partnership East Students who graduated from high school in 2004 or later must have 2 consecutive courses in a foreign language to meet admissions requirements at ECU.

NOTE: PROGRAM SUBJECT TO CHANGE

Transferring From PCC to Another Institution

A student planning to transfer to East Carolina University or any other senior college or university, should consult with the receiving institution for specific institutional or departmental requirements. Students taking the ECU courses at PCC must meet ECU transfer eligibility requirements as per the ECU catalog.

Counselors in PCC's Student Services and the student's academic advisor can provide assistance in initiating transfer.

ECU-contracted courses will be designated on the student's PCC transcript. A letter from East Carolina University will also accompany the transcript verifying the contracted courses.

Articulation Agreements

The North Carolina Community College System and the North Carolina University System and Independent Colleges of North Carolina have an articulation agreement for transfer of courses from the Community College. Academic advisors can provide information regarding specific courses. To transfer a course, one must have received a grade of "C" or better.

Auditing Contracted Courses

Courses may be audited at the same tuition rate as those taken for credit. The word "AUDIT" must be written on the registration form at the time of registration. No change will be allowed in audit or credit status after the course has begun. Auditing a class consists of attending classes and listening, but auditors are not responsible

for any assignments or examinations. No credit may be earned in an audited course by examination or otherwise. Hands-on participation classes may not be audited.

ECU Library Privileges

The Joyner Library on the ECU main campus charges an annual borrower's fee for use of the library for all persons not currently enrolled on the campus of East Carolina University.

Associate in General Education Degree (AGE) (A10300)

The Associate in General Education is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Program Student Learning Outcomes

Each student in the general education program will prepare an individualized program of study in consultation with his/her advisor. The program of study must be designed to ensure that the student will acquire competence in the following areas which have been identified as institution-wide student competencies. A graduate of the general education program will be able to:

- Exhibit college readiness as demonstrated by appropriate time management skills, comfort with independent learning, and respect for the principles of academic honesty. (ACA 111)
- Construct purposeful and effective written essays, and research papers that demonstrate an understanding of rhetorical strategies and use experiential evidence and appropriately documented academic research. (ENG 111, ENG 112, COM 231)
- Communicate information to a variety of audiences using appropriate written, spoken and/or visual methods. (CIS 110, ENG 111, ENG 112, COM 231, PSY 150, SOC 210, CHM 131, CHM 131A, ENG 131)
- Demonstrate competent and relevant technology skills. (CIS110)
- Recognize and appreciate the importance of the systematic acquisition and analysis of knowledge as the keystone of life. (ACA 111, CIS 110, ENG 111, ENG 112, HUM 115, COM 231, PSY 150, SOC 210, BIO 140, BIO 140A, HEA 110, CHM 131, CHM 131A, ENG 131)

Certificates and diplomas are not allowed under this degree program

Course and Hour Requirements

General Education Courses (15 SHC)

Communications (6 SHC)

		Class	Lab	Clin	Credit
ENG 111	Expository Writing	3	0	0	3

Communications Elective: Select 3 SHC from the following:

ENG 112	Argument-Based Research	3	0	0	3
ENG 114	Professional Research & Report	3	0	0	3
COM 120	Intro to Interpersonal Com	3	0	0	3
COM 231	Public Speaking	3	0	0	3

ENG 114 may be substituted for ENG 112 in certain colleges or majors. Students should check with transferring college or department before selecting ENG 114.

Natural Sciences/Mathematics (3 SHC)

Natural Sciences

Astronomy, biology, chemistry, earth sciences, physics, and/or general science.

Mathematics

College algebra, trigonometry, calculus, computer science, and/or statistics.

Humanities/Fine Arts (3 SHC)

Select a minimum of 3 SHC from the following:

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

Select a minimum of 3 SHC from the following:

ANT210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3

HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Other required hours include additional general education and professional courses in addition to the following:

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

CIS 110	Introduction to Computers	2	2	0	3
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Total Semester Hours Credit in Program 64-65

ACCOUNTING (A25100)

Associate in Applied Science Degree

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.

Program Student Learning Outcomes

Graduates of this program will:

- Apply generally accepted accounting principles and practices, as established by national and international standard setting entities, to analyze, record, summarize, report, and interpret accounting information related to transactions for business, not-for-profit, and government entities. (ACC 120, ACC 121, ACC 220)

- Use financial/accounting skills to produce payroll records, salary and withholding computations, tax forms, individual tax returns as well as other financial documents. (ACC 120, ACC 131, ACC 140)
- Apply legal principles, ethics analysis, and critical-thinking skills to business decisions. (ACC 120)
- Demonstrate the ability to use computer concepts and proficiency with accounting software applications. (ACC 120, ACC 150)
- Identify cost accounting methods to evaluate and project business performance. (ACC 121, ACC 225)

Course and Hour Requirements

General Education Courses

		Class	Lab	Clin	Credit
Communications (6 SHC)					
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
Natural Sciences/Mathematics (3 SHC)					
MAT 140	Survey of Mathematics	3	0	0	3
Humanities/Fine Arts (3 SHC)					
ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Required Courses (15 SHC)

ACC 120	Principles of Financial Acct	3	2	0	4
ACC 121	Principles of Managerial Acct	3	2	0	4
ACC 220	Intermediate Accounting I	3	2	0	4
BUS 115	Business Law I	3	0	0	3

Required Subject Areas: (9 SHC)**Taxes**

ACC 131	Federal Income Taxes	2	2	0	3
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Economics

ECO 151	Survey of Economics	3	0	0	3
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Computers

CIS 110	Introduction to Computers	2	2	0	3
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Other Major Courses: (27 SHC)

ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Computerized General Ledger	1	2	0	2
ACC 225	Cost Accounting	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 240	Business Ethics	3	0	0	3
BUS 260	Business Communication	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
OST 131	Keyboarding	1	2	0	2
WEB 210	Internet/Web Fundamentals	2	2	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 67

Accounting Diploma (D25100)

Course and Hour Requirements**General Education Courses****Communications (3 SHC)**

		Class	Lab	Clin	Credit
ENG 111	Expository Writing	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 140	Survey of Mathematics	3	0	0	3
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Major Courses**Required Courses: (11 SHC)**

ACC 120	Principles of Financial Acct	3	2	0	4
ACC 121	Principles of Managerial Acct	3	2	0	4
BUS 115	Business Law I	3	0	0	3

Required Subject Areas: (6 SHC)*Taxes*

ACC 131	Federal Income Taxes	2	2	0	3
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Computers/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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Other Major Courses: (15 SHC)

ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Computerized General Ledger	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
OST 131	Keyboarding	1	2	0	2
WEB 110	Internet/Web Fundamentals	2	2	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 39

Accounting Certificate (C25100)

Major Courses

Course and Hour Requirements

		Class	Lab	Clin	Credit
Required Courses: (8 SHC)					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
Required Subject Areas: (3 SHC)					
<i>Taxes</i>					
ACC 131	Federal Income Taxes	2	2	0	3
Other Major Courses: (2 SHC)					
OST 131	Keyboarding	1	2	0	2

Total Semester Hours Credit in Program 13

Business Administration (A25120)

Associate in Applied Science Degree

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

Program Student Learning Outcomes

Graduates of this program will:

- Demonstrate and apply business concepts as a foundation for studying other business subjects. (BUS 110)
- Understand personal finance strategies, including asset management, the use of credit, saving and investing, individual retirement accounts, and debt management. (BUS 125)
- Demonstrate an understanding of basic business law, its practices and principles, and the legal environment in which business operates. (BUS 115)
- Communicate information effectively in today's technology-oriented business environment using written, spoken, and/or visual methods. (BUS 260)

Course and Hour Requirements

General Education Courses

		Class	Lab	Clin	Credit
Communications (6 SHC)					
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
Natural Sciences/Mathematics (3 SHC)					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 161	College Algebra	3	0	0	3
Humanities/Fine Arts (3 SHC)					
ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
Social/Behavioral Sciences (3 SHC)					
ANT 210	General Anthropology	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3

HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major courses

Required Courses: (9 SHC)

BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3

Required Subject Areas: (10 SHC)

Accounting

ACC 120	Principles of Financial Accounting	3	2	0	4
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Computer Applications

CIS 110	Introduction to Computers	2	2	0	3
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Economics *Select 3 SHC from the following:*

ECO 151	Survey of Economics	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3

Other Major Courses: (18 SHC)

Accounting

ACC 121	Principles of Managerial Accounting	3	2	0	4
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Business Development *Select 3 SHC from the following:*

BUS 139	Entrepreneurship I	3	0	0	3
BUS 234	Training and Development	3	0	0	3

Communications

BUS 152	Human Relations	3	0	0	3
BUS 260	Business Communications	3	0	0	3

Electives: (6 SHC)

BUS 110	Introduction to Business	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3

Required Subject Areas: (15-16 SHC)

Supervision/Co-Op Education: (3SHC)

BUS 135	Principles of Supervision	3	0	0	3
COE 111	Co-Op Work Experience I	0	0	10	1
COE 112	Co-Op Work Experience I	0	0	20	2
COE 121	Co-Op Work Experience II	0	0	10	1
COE 122	Co-Op Work Experience II	0	0	20	2

Finance: (3 SHC)					
BUS 125	Personal Finance	3	0	0	3
BUS 225	Business Finance	2	2	0	3
Math: (3 SHC)					
BUS 121	Business Math	2	2	0	3
BUS 228	Business Statistics	2	2	0	3
OST 181	Introduction to Office Systems	2	2	0	3
Marketing: (3 SHC)					
MKT 123	Fundamentals of Selling	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
Small Business: Select 1 course from the following:					
BUS 230	Small Business Management	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 66

Business Administration Certificate (C25120)

Major Courses

Course and Hour Requirements

		Class	Lab	Clin	Credit
Required Subject Areas: (7 SHC)					
<i>Accounting</i>					
ACC 120	Principles of Financial Accounting	3	2	0	4
<i>Computer Applications</i>					
CIS 110	Introduction to Computers	2	2	0	3

Other Major Courses: (9 SHC)

BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3

Total Semester Hours Credit in Program 16

Business Applications Certificate (C25120C)

Major Courses

Course and Hour Requirements

		Class	Lab	Clin	Credit
Required Courses: (10 SHC)					
ACC 120	Principles of Financial Accounting	3	2	0	4

CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3

Other Major Courses: (6 SHC)

BUS 135	Principles of Supervision	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3

Total Semester Hours Credit in Program 16

Small Business Administration Certificate (C25120B)

Major Courses

Course and Hour Requirements

	Class	Lab	Clin	Credit
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Required Courses: (3 SHC)

MKT 120	Principles of Marketing	3	0	0	3
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Other Major Courses: (12 SHC)

BUS 110	Introduction to Business	3	0	0	3
<i>Math: Select 3 SHC from the following:</i>					
BUS 121	Business Math	2	2	0	3
BUS 228	Business Statistics	2	2	0	3
OST 181	Intro to Office Systems	2	2	0	3
<i>Small Business: (select one from the following)</i>					
BUS 230	Small Business Management	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
<i>Marketing: (3SHC)</i>					
BUS 139	Entrepreneurship I	3	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3

Total Semester Hours Credit in Program 15

Business Administration/Electronic Commerce (A2512I)

Associate in Applied Science Degree

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, basic business principles in the world of E-

Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry

Program Student Learning Outcomes

Graduates of this program will:

- Identify terminology and concepts related to Electronic Commerce as a foundation for developing plans leading to electronic commerce business. (ECM 168)
- Develop and implement a plan for Electronic Commerce in small to medium size business. (ECM 220, ECM 230)
- Communicate information effectively in today’s technology-oriented business environment using written, and/or visual methods utilizing the worldwide web as an e-business presence. (ECM 210)

Course and Hour Requirements

General Education Courses

		Class	Lab	Clin	Credit
<i>Communications (6 SHC)</i>					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
<i>Natural Sciences/Mathematics (3 SHC)</i>					
MAT 140	Survey of Mathematics	3	0	0	3
<i>Humanities/Fine Arts (3 SHC)</i>					
ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women’s Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
<i>Social/Behavioral Sciences (3 SHC)</i>					
ANT 210	General Anthropology	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3

HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Required Courses: (9 SHC)

BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3

Required Subject Areas: (10 SHC)

Accounting

ACC 120	Principles of Financial Acct	3	2	0	4
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Economics

ECO 151	Survey of Economics	3	0	0	3
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Computer Applications: Select (3 SHC)

IS 110	Introduction to Computers	2	2	0	3
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OST 137	Office Software Applications	2	2	0	3
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Concentration: (15 SHC)

ECM 168	Electronic Business	2	2	0	3
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ECM 210	Introduction to E-Commerce	2	2	0	3
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ECM 220	E-Commerce Planning & Implementation	2	2	0	3
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ECM 230	Capstone Project	1	6	0	3
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WEB 110	Internet/Web Fundamentals	2	2	0	3
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Other Major Electives: (17 SHC)

ACC 150	Acct Software Applications	1	2	0	2
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BUS 225	Business Finance	2	2	0	3
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BUS 240	Business Ethics	3	0	0	3
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DBA 110	Database Concepts	2	3	0	3
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OST 136	Word Processing	2	2	0	3
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OST 233	Office Publications Design	2	2	0	3
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Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 67

E-COMMERCE CERTIFICATE (C2512I)

Major Courses

ECM 168	Electronic Business		2	2	0	3
ECM 210	Introduction to E-Commerce		2	2	0	3
ECM 220	E-Commerce Planning & Implementation		2	2	0	3
ECM 230	Capstone Project	1	6	0	3	

Total Semester Hours Credit in Program 12

Computer Information Technology (A25260)

Associate in Applied Science Degree

The Computer Information Technology curriculum is designed to prepare Graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student’s ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Program Student Learning Outcomes

Graduates of this program will develop skills that will allow them to work in the computer industry as an end-user, applications developer and a general knowledge of networking, hardware, and help-desk processes. Graduates of this program will be able to:

- Think logically and make rational decisions in solving computer related problems using sound theories and proven practices.(CIS 115,CTS 285, NOS 230)
- Demonstrate a working knowledge of Networking, Hardware and Help-Desk functions as related to computers. (CTS 120,NET 110)
- Possess knowledge in using off-the-shelf software such as word processing, spreadsheet, database and presentation software. (CIS 110,CTS 125,CTS 130)
- Communicate information effectively in today’s technology oriented business environment using written, spoken, and/or visual methods. (CTS 125,CTS 130,CTS 289)

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

Natural Sciences/Mathematics (3 SHC)

MAT 140	Survey of Mathematics		3	0	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses**Required Courses: (27 SHC)**

CIS 115	Intro to Programming and Logic	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 285	Systems Analysis and Design	3	0	0	3
CTS 289	Systems Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3

NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
SEC 110	Security Concepts	3	0	0	3

Required Subject Areas: (9 SHC)

Basic Computer Skills

CIS 110	Introduction to Computers	2	0	0	2
Business					
BUS 110	Introduction to Business	3	0	0	3
Networking					
NET 110	Networking Concepts	2	2	0	3

Other Major Courses: (11 SHC)

CTS 130	Spreadsheet	2	2	0	3
OST 131	Keyboarding	1	2	0	2
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3

Other Major Electives: (9 SHC)

Students are limited to 6 SHC of OST Courses. Select a minimum of 9 SHC from the following:

ACC 120	Principles of Accounting	3	0	0	3
ACC 150	Computerized General Ledger	1	2	0	2
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 240	Business Ethics	3	0	0	3
BUS 260	Business Communication	3	0	0	3
CIS 165	Desktop Publishing I	2	2	0	3
COE 111	Co-Op Work Experience I	0	0	10	1
OST 136	Word Processing1	2	0	2	
OST 233	Office Publications Design	2	2	0	3
OST 236	Advanced Word/Information	2	2	0	3
WEB 210	Web Design	2	2	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 72

Computer Information Technology Diploma (D25260)

Course and Hour Requirements

General Education Courses

Communications (3 SHC)

ENG 111	Expository Writing	3	0	0	3
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Mathematics (3 SHC)

MAT 140	Survey of Mathematics	3	0	0	3
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Major Courses

Required Courses: (12 SHC)

CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3

Required Subject Areas: (6 SHC)

Basic Computer Skills

CIS 110	Introduction to Computers	2	2	0	3
<i>Networking</i>					
NET 110	Networking Concepts	2	2	0	3

Other Major Courses: (9 SHC)

BUS 110	Introduction to Business	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

Other Major Electives: (3 SHC)

ACC 120	Principles of Accounting	3	0	0	3
ACC 150	Computerized General Ledger	1	2	0	2
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 240	Business Ethics	3	0	0	3
BUS 260	Business Communication	3	0	0	3
CIS 165	Desktop Publishing I	2	2	0	3
COE 111	Co-Op Work Experience I	0	0	10	1
OST 136	Word Processing	2	2	0	3
OST 233	Office Publications Design	2	2	0	3
OST 236	Advanced Word/Information	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 37

Computer Information Technology Certificate (C25260)

Major Courses

Course and Hour Requirements

		Class	Lab	Clin	Credit
Required Courses: (9 SHC)					
CTS 120	Hardware/Software Support	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
Required Subject Areas: (6 SHC)					
<i>Basic Computer Skills</i>					
CIS 110	Introduction to Computers	2	2	0	3
<i>Networking</i>					
NET 110	Networking Concepts	2	2	0	3
Total Semester Hours Credit in Program		15			

Computer Information Technology Web Design Certificate (C25260WD)

Course and Hour Requirements

Major Courses

Required Course: (3 SHC)

NOS 130	Windows Single User	2	2	0	3
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Required Subject Area: (3 SHC)

Basic Computer Skills

CIS 110	Introduction to Computers	2	2	0	3
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Other Major Courses: (9 SHC)

CIS 165	Desktop Publishing I	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3

Total Semester Hours Credit in Program 18

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 related businesses.

Program Student Learning Outcomes

Upon successful completion of the Cosmetology program, the graduate should be able to:

- Demonstrate the principles of hair design through the execution of creative hairstyles. (COS 112, COS 113, COS 114, COS 116)
- Demonstrate appropriate procedures for a manicure, pedicure, and acrylic nail application; (COS 114, COS 115, COS 116)
- Demonstrate the procedure for a basic facial, make-up application, and eyebrow waxing; (COS 113, COS 114, COS 115, COS 116)
- Demonstrate appropriate procedures for chemical texture services; (COS 113, COS 114, COS 115)
- Demonstrate appropriate infection control and sanitation /decontamination procedures. (COS 111)
- Demonstrate the ability to apply proper cosmetic procedures on clients for hair care, skin care, and nail care. (COS 112, COS 114, COS 116, COS 118)
- Demonstrate competence in program requirements in the areas covered on the Cosmetology Licensing Examination (COS 117, COS 118)

Course and Hour Requirements

General Education Courses

Communications (3 SHC)

ENG 101	Applied Communications I	3	0	0	3
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Natural Sciences/Mathematics (3 SHC)

MAT 101	Applied Mathematics I	2	2	0	3
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Required Major Courses (34 SHC)

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

Other Major Courses (7 SHC)

COS 118	Salon IV	0	21	0	7
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Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 48

Cosmetology Certificate (C55140C)

Course and Hour Requirements

MAJOR COURSES Required Courses (34 SHC):

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

Other Major Courses (7 SHC)

COS 118	Salon IV	0	21	0	7
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Total Semester Hours Credit in Program 41

Criminal Justice Associate (A55180)

Associate in Applied Science Degree

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.

Program Student Learning Outcome

Upon successful completion of the Criminal Justice Technology program, the graduate should be able to:

- Demonstrate an understanding of criminal law, constitutional law, and juvenile law. (CJC 111, CJC 113, CJC 131, CJC 231)
- Communicate effectively through oral and written formats utilizing current techniques of criminal investigation. (CJC 221)
- Discuss theories surrounding the causation of criminal and delinquent behaviors. (CJC 112)
- Demonstrate an understanding of the interaction between the fields of law enforcement, courts, and corrections. (CJC 231)
- Demonstrate an understanding of the interaction of the relationship between the criminal justice system and citizens. (CJC 212)
- Possess a working knowledge of the state and federal court systems. (CJC 132)
- Exhibit professionalism and ethical conduct in criminal justice scenarios. (CJC 212)

Course and Hour Requirements

General Education Courses Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 140	Survey of Mathematics	3	0	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses

Required Courses: (22 SHC)

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 131	Criminal Law	3	0	0	3
CJC 212	Ethics and Community Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3

Other Major Courses: (29 SHC)

CIS 110	Introduction to Computers	2	2	0	3
CJC 120	Interviews/Interrogations ¹	2	0	2	
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 122	Community Policing	3	0	0	3
CJC 132	Court Procedure and Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 211	Counseling	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 223	Organized Crime	3	0	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 67

Criminal Justice Diploma (D55180)

Course and Hour Requirements

General Education Courses

Communications (3 SHC)

ENG 111	Expository Writing	3	0	0	3
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Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3

PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses

Required Courses: (16 SHC)

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 131	Criminal Law	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4

Other Major Courses Required: (20 SHC)

CIS 110	Introduction to Computers	2	2	0	3
CJC 120	Interviews & Interrogations	1	2	0	2
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 122	Community Policing	3	0	0	3
CJC 132	Court Procedure and Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 223	Organized Crime	3	0	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 43

Criminal Justice Certificate (C55180)

Course and Hour Requirements

Major Required Courses: (7 SHC)

CJC 113	Juvenile Justice	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4

Other Major Courses Required: (5 SHC)

CJC 120	Interviews/Interrogations	1	2	0	2
CJC 122	Community Policing	3	0	0	3

Total Semester Hours Credit in Program 12

Criminal Justices Procedures Certificate (C55180B)

Course and Hour Requirements

Major Required Courses: (3 SHC)

CJC 131	Criminal Law	3	0	0	3
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Other Major Courses Required: (9 SHC)

CJC 121	Law Enforcement Operations	3	0	0	3
CJC 132	Court Procedures and Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3

Total Semester Hours Credit in Program 12

Early Childhood Education (A55220)

Associate in Applied Science Degree

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

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

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

Program Student Learning Outcomes

Upon successful completion of the Early Childhood Education program, the student will be able to:

- Apply selected theories and concepts of child development to the education of young children. (EDU 119, EDU 146, EDU 153, EDU 271, EDU 280, EDU 284)
- Plan and implement developmentally appropriate experiences that stimulate children's development and learning. (EDU 119, EDU 131, EDU 151, EDU 153, EDU 221, EDU 271, EDU 280, EDU 284)
- Provide an optimal learning environment for young children. (EDU 119, EDU 144, EDU 146, EDU 151, EDU 221, EDU 271, EDU 280, EDU 284)
- Establish and maintain a safe and healthy environment for young children. (EDU 131, EDU 145, EDU 151, EDU 153)
- Provide positive guidance for young children. (EDU 146, EDU 284)
- Communicate effectively with children, co-workers, and parents. (EDU 131, EDU 221)

Course and Hour Requirements

General Education Courses Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3

Mathematics (3 SHC)

MAT 110	Mathematical Measurement	2	2	0	3
MAT 140	Survey of Mathematics	3	0	0	3
MAT 161	College Algebra	3	0	0	3

Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

PSY 150	General Psychology	3	0	0	3
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Major Required Courses: (29 SHC)

EDU 119	Intro to Early Child Education	4	0	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 221	Children with Special Needs	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language and Literacy Experience	3	0	0	3
EDU 284	Early Child Capstone Practice	1	9	0	4
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 235	School-Age Development and Program (and)	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3

Child Development: (6 SHC)

EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3

Other Major Courses: (15-16 SHC)

CIS 110	Introduction to Computers	2	2	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 235	School-Age Development and Program (and)	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3

EDU Elective: Select one of the following:

BUS 240	Business Ethics	3	0	0	3
EDU 216	Foundation of Education	4	0	0	4
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Intro to Sociology	3	0	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 66-67

Classes with an EDU or COE prefix must be passed with a "C" or better to receive credit.

Early Childhood Diploma (D55220)**Course and Hour Requirements****General Education Courses****Communications (6 SHC)**

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3

Social/Behavioral Sciences (3 SHC)

PSY 150	General Psychology	3	0	0	3
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Major Required Courses (20 SHC)

EDU 119	Intro to Early Child Education	4	0	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 221	Children with Special Needs	3	0	0	3
EDU 284	Early Childhood Capstone Practicum	1	9	0	4

Required Subject Areas: (6 SHC)**Child Development**

EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3

Other Major Courses: (8-9 SHC)

CIS 110	Introduction to Computers	2	2	0	3
EDU Elective: Select one of the following:					
BUS 240	Business Ethics	3	0	0	3
EDU 216	Foundation of Education	4	0	0	4
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Intro to Sociology	3	0	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 48 - 49

Classes with an EDU prefix must be passed with a “C” or better to receive credit.

Early Childhood Certificate (C55220)

Course and Hour Requirements

Major Required Courses: (10 SHC)

EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3

Required Subject Areas: (3 SHC)
Child Development

EDU 144	Child Development I	3	0	0	3
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Other Major Courses: (3 SHC)

Elective: Select one of the following:

BUS 240	Business Ethics	3	0	0	3
EDU 216	Foundation of Education	4	0	0	4
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Intro to Sociology	3	0	0	3

Total Semester Hours Credit in Program 16

Early Childhood School-Age Certificate (C55220SA)

Course and Hour Requirements

Major Courses
Required Courses: (6 SHC)

EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3

Required Subject Areas: (7 SHC)

EDU 119	Intro to Early Childhood Education	4	0	0	4
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Child Development

EDU 145	Child Development II	3	0	0	3
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Other Major Courses: (3 SHC)

EDU 235	School-Age Development Program	3	0	0	3
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Total Semester Hours Credit in Program 16

Early Childhood Birth-Kindergarten (C55220BK)

Course and Hour Requirements

Major Courses

Required Courses: (7 SHC)

EDU 119	Intro to Early Child Education	4	0	0	4
EDU 146	Child Guidance	3	0	0	3

Required Subject Areas: (3 SHC)

EDU 144	Child Development I	3	0	0	3
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Other Major Courses: (4 SHC)

EDU 216	Foundation of Education	4	0	0	4
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Total Semester Hours Credit in Program 14

Child Development/Early Intervention I (C55220CD1)

Course and Hour Requirements

Major Courses

Required Courses: (10 SHC)

EDU 119	Intro to Early Child Education	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 146	Child Guidance	3	0	0	3

Required Subject Areas: (3 SHC)

EDU 144	Child Development I	3	0	0	3
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Total Semester Hours Credit in Program 13

Child Development/Early Intervention II (C55220CD2)

Course and Hour Requirements

Major Courses

Required Courses: (9 SHC)

EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	3
EDU 280	Language & Literacy Experience	3	0	0	3

Required Subject Areas: (3 SHC)

EDU 145	Child Development II	3	0	0	3
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Total Semester Hours Credit in Program 12

Early Childhood Infant/Toddler Care Certificate (C55220IT)

Course and Hour Requirements

Major Courses

Required Courses: (10 SHC)

EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family and Community	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3

Required Subject Areas: (3 SHC)

Child Development

EDU 144	Child Development I	3	0	0	3
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Other Major Courses: (3 SHC)

EDU 234	Infants, Toddlers, & Twos	3	0	0	3
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Total Semester Hours Credit in Program 16

Electrical/Electronics Technology (A35220)

Associate in Applied Science Degree

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.

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

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

Program Student Learning Outcomes

Upon completion of this program, students will be able to:

- Construct, troubleshoot, and repair DC/AC circuits using electrical test equipment. (ELC 111, ELC 112, ELC 138, ELC 139)
- Apply physical and mathematical concepts to demonstrate the functions of electronic circuits. (ELC 138, ELC 139)
- Select appropriate tools for testing and measurement equipment. (ELC 111, ELC 112, ELC 113, ELC 117, ELC 138, ELC 139, ELN 133)
- Inspect electrical systems and propose needed repairs. (ELC 112, ELC117, ELC 215)
- Effectively use National Electrical Code to identify appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits. (ELC 118, ELC 119)

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 121	Algebra/Trigonometry I	2	2	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3

SOC 225	Social Diversity	3	0	0	3
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Major Courses

Required Subject Areas: (21 SHC)

Wiring

ELC 113	Basic Wiring I	2	6	0	4
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Motor Controls

ELC 117	DC/AC Motors and Controls	2	6	0	4
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ELC 138	DC Circuit Analysis	2	3	0	3
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ELC 139	AC Circuit Analysis	2	3	0	3
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Electronics

ELN 131	Electronic Devices	3	3	0	4
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Automated Controls

ELC 128	Introduction to PLC	2	3	0	3
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Other Major Courses: (27 SHC)

CIS 110	Introduction to Computers	2	2	0	3
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ELC 114	Basic Wiring II	2	6	0	4
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ELC 118	National Electrical Code	1	2	0	2
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ELC 119	NEC Calculations	1	2	0	2
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ELC 132	Electrical Drawings	1	3	0	2
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ELN 133	Digital Electronics	3	3	0	4
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ISC 112	Industrial Safety	2	0	0	2
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PCI 264	Process Control with PLC's	3	3	0	4
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PHY 121	Applied Physics I	3	2	0	4
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Required Subject Areas: (3 SHC) Elective

COE 111	Co-op Work Experience I	0	0	10	1
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COE 121	Co-op Work Experience II	0	0	10	1
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COE 131	Co-op Work Experience III	0	0	10	1
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CST 111	Construction I	3	3	0	4
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CST 112	Construction II	3	3	0	4
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ELC 215	Electrical Maintenance	2	3	0	3
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MEC 172	Intro to Metallurgy	2	2	0	3
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WLD 115	SMAW (Stick) Plate	2	9	0	5
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WLD 121	GMAW (MIG) Flaw/Plate	2	6	0	4
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Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 67

Electrical/Electronics Technology Diploma (D35220)

Course and Hour Requirements

General Education Courses

Communications (3 SHC)

ENG 111	Expository Writing	3	0	0	3
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Natural Sciences/Mathematics (3 SHC)

MAT 121	Algebra/Trigonometry I	2	2	0	3
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Major Courses**Required Subject Areas: (18 SHC)****Wiring**

ELC 113	Basic Wiring I	2	6	0	4
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Motor Controls

ELC 117	Motors and Controls	2	6	0	4
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ELC 138	DC Circuit Analysis	2	3	0	3
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ELC 139	AC Circuit Analysis	2	3	0	3
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Electronics

ELN 131	Electronic Devices	3	3	0	4
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Other Major Courses: (17 SHC)

CIS 110	Introduction to Computers	2	2	0	3
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ELC 114	Basic Wiring II	2	6	0	4
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ELC 118	National Electrical Code	1	2	0	2
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ELC 119	NEC Calculations	1	2	0	2
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ELC 132	Electrical Drawings	1	3	0	2
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PHY 121	Applied Physics I	3	2	0	4
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Required Subject Areas: (3 SHC)

ELC 215	Electrical Maintenance	2	3	0	3
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Total Semester Hours Credit in Program 44

Electrical/Electronics Technology Certificate (C35220)

Course and Hour Requirements**Major Required Subject Areas: (14 SHC)****Wiring**

ELC 113	Basic Wiring I	2	6	0	4
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ELC 138	DC Circuit Analysis	2	3	0	3
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ELC 139	AC Circuit Analyses	2	3	0	3
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Electronics

ELN 131	Electronic Devices	3	3	0	4
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Other Major Courses: (2 SHC)

ELC 118	National Electrical Code	1	2	0	2
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Total Semester Hours Credit in Program 16

Electroneurodiagnostic Technology Associate (A45320)

Associate in Applied Science Degree

The Electroneurodiagnostic Technology curriculum is designed to provide students with the knowledge and skills to obtain recordings of patients' nervous system function through the use of electroencephalographic equipment and other electrophysiological devices.

Course work includes communication skills with patients and healthcare personnel, taking appropriate patient histories, electrode application, documentation of patients' clinical status, electrical waveform recognition, management of medical emergencies, and preparation of descriptive reports for the physician.

Graduates should qualify for the ABRET (American Board of Registration of EEG and EP Technologists) Exam and, working under the supervision of a qualified physician, may be employed by hospitals or private offices of neurologists and neurosurgeons.

Program Student Learning Outcomes

Upon successful completion of the Electroneurodiagnostic Technology program, the graduate should be able to:

- Understand the structure and function of the nervous system (EDT 110)
- Understand effects of effects of specific diseases on the brain and its function (EDT 110)
- Understand the structure of a EDT Department and the components of a policy and a procedure (EDT 111)
- Demonstrate the understanding of basic knowledge of analog EEG technology and Document the working condition of digital EEG instruments (EDT 112)
- Understand the specific EEG patterns and the correlations between EEG patterns and the clinical symptoms (EDT 113)
- Provide a safe recording environment (EDT 112, EDT 114, EDT 115, EDT 116, and EDT 118)
- Establish rapport with patient and patient's family (EDT 114, EDT 115, EDT 116, and EDT 118)
- Prepare basic data sheets (EDT114, EDT 115, EDT 116, and EDT 118)

Accreditation

The PCC Electroneurodiagnostic Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Curriculum Review Board of the Committee on Accreditation for Education in Electroneurodiagnostic Technology (CoA-END). CAAHEP, 1361 Park St., Clearwater, FL 33756; Telephone number: 727-210-2350.

Admission Requirements

Because of the nature of allied health programs and the enrollment restrictions placed on the College by accrediting agencies and clinical facilities, only a limited number of students will be accepted each year. In order to be considered for an allied health program, the applicant must be certain that all admissions criteria have been met.

In addition to the General Admission Policy of the College, all applicants are required to:

- Be at least 18 years of age to enroll in allied health core courses
- Complete the ASSET Elementary Algebra Test and the Science Placement Test
- Have a physical examination completed by a qualified healthcare provider and submit the resulting Report of Medical History form to program director or designated clinical site as required prior to scheduling a clinical rotation class. The physical examination (Report of Medical History) is at the full financial expense and responsibility of the applicant. A copy of the applicant's report of childhood immunizations must accompany the Report of Medical History to the clinical site assigned.

All prerequisites must be met prior to entering any certificate program. Sequence of courses taken by student must be approved by the program director.

Student medical information is kept in strictest confidence. Such records are securely stored in Student Services and in the office of the department chair (Is this correct?) of Allied Health. Some externship facilities may require additional immunizations prior to externship placement (All immunizations are at the expense of the student).

Criminal History

Applicants who have been convicted of felony and/or serious misdemeanor crime(s) may find difficulty being placed into externship settings. Without placement into an externship setting, the student will not complete the clinical aspect of the educational process and will not graduate from an Allied Health program, and most will not be able to find employment in the healthcare field.

Students who have been convicted of felony crime(s) will not be eligible to take the national examination to become registered or certified healthcare professionals.

Academic Standards

All students enrolled in an Allied Health Program must earn a grade of "C" in all course work, including general education courses, to be able to continue in the program.

Cardiopulmonary Resuscitation Certificate

Students must possess and provide documentation of current CPR certifications prior to placement into an assigned externship. It is the student's responsibility to maintain current certification/recertification.

Malpractice Insurance

Students must purchase malpractice insurance prior to placement into an assigned externship. The department chair or program director will provide the insurance application form and payment will be collected by the Business Office.

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
Or					
ENG 114	Professional Research & Report	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 110	Mathematical Measurement	2	2	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

PSY 150	General Psychology	3	0	0	3
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Major Required Courses: (36 SHC)

EDT 110	Neuroscience/Pathological Conditions	4	0	0	4
EDT 111	Laboratory Management	1	0	0	1
EDT 112	Instrument/Record Methods	3	0	0	3
EDT 113	Clinical Correlates	2	0	0	2
EDT 114	Special Procedures	3	0	0	3
EDT 115	EDT Laboratory Practice	0	6	0	2
EDT 116	EDT Clinical Experience	0	0	36	12
EDT 118	EDT Laboratory Practice II	0	9	0	3
ELC 111	Introduction to Electricity	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3

Required Subject Areas: (8 SHC)**Anatomy and Physiology**

BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4

Other Major Courses: (9-14 SHC)

CIS 110	Introduction to Computers	2	2	0	3
MED 122	Medical Terminology II	3	0	0	3
EDT 120	Long Term Monitoring	2	16	0	7

EDT 121	Intro-Op Neuro-Monitoring & Evoked Potential	2	16	0	7
EDT 122	Nerve Conduction Studies	2	16	0	7
COE 111	Co-op Work Experience	0	0	10	1
Legal: Select one of the following:					
MED 118	Medical Law and Ethics	2	0	0	2
OST 149	Medical Legal Issues	3	0	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 69-74

Electroneurodiagnostic Technology Certificate I (C45320)

Course and Hour Requirements

Major Courses

Required Courses: (6 SHC)

EDT 110	Neuroscience/Pathological Cond.	4	0	0	4
EDT 111	Laboratory Management	1	0	0	1
MED 121	Medical Terminology I	3	0	0	3

Required Subject Area: (4 SHC)

BIO 168	Anatomy and Physiology I	3	3	0	4
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Legal: Select one of the following

MED 118	Medical Law and Ethics	2	0	0	2
OST 149	Medical Legal Issues	3	0	0	3

Total Semester Hours Credit in Program 14

Electroneurodiagnostic Technology Certificate II (C45320B)

Course and Hour Requirements

Major Required Courses: (8 SHC)

EDT 112	Instrument/Record Methods	3	0	0	3
EDT 115	EDT Laboratory Practice	0	6	0	2

Required Subject Area: (4 SHC)

BIO 169	Anatomy and Physiology II	3	3	0	4
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Total Semester Hours Credit in Program 12

Electroneurodiagnostic Technology Certificate III (C45320B)

Course and Hour Requirements

Major Courses

Required Course: (12 SHC)

EDT 116	EDT Clinical Experience	0	0	36	12
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Total Semester Hours Credit in Program 12

Electroneurodiagnostic Technology Polysomnography Certificate I (C45320D)

Course and Hour Requirements

Major Courses

Required Courses: (11 SHC)

EDT 110	Neuroscience/Pathol. Conditions	4	0	0	4
EDT 111	Laboratory Management	1	0	0	1
ELC 111	Intro to Electricity	2	2	0	3
MED 121	Medical Terminology	3	0	0	3

Other Major Courses: (2-3 SHC)

Legal: Select one of the following:

MED 118	Medical Law and Ethics	2	0	0	2
OST 149	Medical Legal Issue	3	0	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 14

Electroneurodiagnostic Technology Polysomnography Certificate II (C45320E)

Course and Hour Requirements

Major Required Courses: (5 SHC)

EDT 112	Instrument/Record Methods	3	0	0	3
EDT 115	Laboratory Practice	0	6	0	2

Required Subject Area: (4 SHC)

BIO 168	Anatomy and Physiology I	3	3	0	4
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Other Major Hours: (6 SHC)

CIS 110	Intro to Computers	2	2	0	3
MED 122	Medical Terminology II	3	0	0	3

Total Semester Hours Credit in Program 15

Electroneurodiagnostic Technology Polysomnography Certificate III (C45320F)

Course and Hour Requirements

MAJOR COURSES Required Courses: (12 SHC)

EDT 113	Clinical Correlates	2	0	0	2
EDT 114	Special Procedures	3	0	0	3
EDT 118	EDT Laboratory Practice III	0	9	0	3
BIO 169	Anatomy and Physiology II	3	3	0	4

Total Semester Hours Credit in Program 12

Entrepreneurship (A25490)

Associate in Applied Science Degree

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

Program Student Learning Outcomes

- Upon successful completion of the Entrepreneurship program, graduates should be able to
- Develop knowledge of general business concepts necessary for the development of an effective business plan. (BUS 139, BUS 280)
- Demonstrate the ability to identify, research, and analyze potential markets that would enhance value creation and profitability. (ETR 230, BUS 280)
- Demonstrate the ability to recognize, differentiate, and explain the Entrepreneurial process from idea creation to implementation of a new business venture. (BUS 139, BUS 245, BUS 280, ETR 210)
- Develop an understanding of the concept of risk and how its effect on new ventures can be reduced or minimized. (BUS 280, ETR 210)
- Demonstrate the capacity to identify and acquire the resources needed for the creation and implementation of a new venture, including financial, human, and managerial resources. (BUS 280, ETR 220, ETR 230, ETR 240)

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 140	Survey of Mathematics	3	0	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses**Required Courses: (16 SHC)**

ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3

ETR 240	Funding for Entrepreneurs	3	0	0	3
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Required Subject Areas: (12-13 SHC)

Entrepreneurship Introduction

BUS 139	Entrepreneurship I	3	0	0	3
ETR 210	Intro to Entrepreneurship	3	0	0	3

Business Plan

Select 3 SHC from the following:

BUS 245	Entrepreneurship II	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4

Economics

ECO 151	Survey of Economics	3	0	0	3
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Computers

CIS 110	Introduction to Computers	2	2	0	3
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Other Major Electives: (23 SHC)

ACC 121	Principles of Managerial Acct	3	2	0	4
ACC 150	Acct Software Applications	1	2	0	2
BUS 234	Training and Development	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 233	Office Publications Design	2	2	0	3

Supervision

Select 3 SHC from the following:

BUS 135	Principles of Supervision	3	0	0	3
BUS 137	Principles of Management	3	0	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 67

Entrepreneurship Certificate (C25490)

Major Courses

BUS 139	Entrepreneurship I	3	0	0	3
BUS 245	Entrepreneurship II	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 240	Funding for Entrepreneurs	3	0	0	3

Total Semester Hours Credit in Program 12

Environmental Science Technology (A20140)

Associate in Applied Science Degree

The Environmental Science Technology curriculum is designed to prepare individuals for employment in environmental testing/consulting and related industries. Major emphasis is placed on biological and chemical evaluation of man's impact on his environment.

Course work includes general education, computer applications, biology, chemistry, industrial safety, and an extensive array of detailed environmentally specific classes.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, the following: Chemical Analysis, Biological Analysis, Water/Wastewater Treatment, EPA Compliance Inspection, Hazardous Material Handling, Waste Abatement/Removal, and Contaminated Site Assessment/Remediation.

Program Student Learning Outcomes

Upon successful completion of the Environmental Science Technology program, graduates should be able to:

- Evaluate the impact of global and local events on environmental quality. (ENV 228)
- Demonstrate how biological, chemical, and geological factors affect water quality. (ENV 214)
- Demonstrate knowledge of watershed dynamics and environmental contamination, proposing required techniques for management and remediation. (ENV 250)
- Apply ecological principles to the management of natural resources, including soil, forest, and surface and ground waters. (ENV 224)
- Use various field sampling techniques and methods to collect environmental data and analyze scientific data appropriately. (ENV 240)
- Assess the impact of pathogens on the environmental and public health and propose effective management techniques. (ENV 255)

Admission Requirements

Environmental Science students must complete the Science Placement Test with a score of 70 or higher.

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing AND	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
Or					
ENG 114	Professional Research & Reporting	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 121	Algebra/Trigonometry I	2	2	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3

ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses

Required Courses: (11 SHC)

BIO 111	General Biology I	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENV 218	Environmental Health	3	0	0	3

Required Subject Areas: (6-7 SHC)

Science

BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1

Safety

Select one course from the following:

ISC 112	Industrial Safety	2	0	0	2
ISC 121	Environmental Health and Safety	3	0	0	3

Other Major Courses: (33 SHC)

BIO 112	General Biology II	3	3	0	4
BIO 275	Microbiology	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
CHM 132	Organic and Biochemistry	3	3	0	4
ENV 210	Management of Waste	3	2	0	4
ENV 214	Water Quality	3	2	0	4
ENV 222	Air Quality	3	2	0	4
ENV 226	Environmental Law	3	0	0	3
ENV 240	Field Sampling and Analysis	2	3	0	3

Required Subject Area: (4-5 SHC)

Computers

Select 3 SHC from the following:

CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3

Supervision Issues

Select one course from the following:

COE 112	Co-Op Work Experience I	0	0	20	2
ENV 228	Environmental Issues	1	0	0	1

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 70

Environmental Science Technology Certificate in Environmental Health & Safety (C20140B)

Course and Hour Requirements

Major Courses

BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
ENV 218	Environmental Health	3	0	0	3
ENV 226	Environmental Law	3	0	0	3
ENV 228	Environmental Issues	1	0	0	1
ISC 112	Industrial Safety	2	0	0	2
Or					
ISC 121	Environmental Health & Safety	3	0	0	3

Total Semester Hours Credit in Program 13

Environmental Science Technology EST Certificate in Waste Management (C20140C)

Course and Hour Requirements

Major Courses

BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENV 210	Management of Waste	3	2	0	4
ISC 112	Industrial Safety or	2	0	0	2
ISC 121	Environmental Health & Safety	3	0	0	3

Total Semester Hours Credit in Program 14

Environmental Science Technology/Environmental Management (A2014B)

Associate in Applied Science Degree

Environmental Management is a concentration under the curriculum title of Environmental Technology. This curriculum prepares individuals for employment in a rural agricultural region with sensitive environmental resources. Major emphasis is placed on agricultural waste management, watersheds, related pathogens and contaminants, and resource conservation.

Coursework includes general education, computer applications, biology, chemistry, industrial safety, and detailed environmental classes specific to the concentration.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to: Chemical Analysis, Biological Analysis, Water/Waste Water Management, Environmental Regulatory Compliance/Enforcement, and Sensitive Resource Management and Conservation.

Program Student Learning Outcomes

Upon successful completion of the Environmental Science Technology/Environmental Management program, graduates should be able to:

- Evaluate the impact of global and local events on environmental quality. (ENV 228)
- Demonstrate how biological, chemical, and geological factors affect water quality. (ENV 214)
- Demonstrate knowledge of watershed dynamics and environmental contamination, proposing required techniques for management and remediation. (ENV 250)
- Apply ecological principles to the management of natural resources, including soil, forest, and surface and ground waters. (ENV 224)
- Use various field sampling techniques and methods to collect environmental data and analyze scientific data appropriately. (ENV 240)
- Assess the impact of pathogens on the environmental and public health and propose effective management techniques. (ENV 255)

Admission Requirements

Environmental Science/Environmental Management students must complete the Science Placement Test with a score of 70 or higher.

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
Or					
ENG 114	Professional Research & Reporting	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 121	Algebra/Trigonometry I	2	2	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3

HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Concentration (15 SHC)

ENV 224	Land Resource Management	3	2	0	4
ENV 240	Field Sampling and Analysis	2	3	0	3
ENV 250	Rural Watershed Protection	3	3	0	4
ENV 255	Environmental/Public Health Pathogens	3	3	0	4

Major Courses

Required Courses: (11 SHC)

BIO 111	General Biology	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENV 218	Environmental Health	3	0	0	3

Required Subject Areas: (6-7 SHC)

Science

BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1

Safety

Select one course from the following:

ISC 112	Industrial Safety	2	0	0	2
ISC 121	Environmental Health and Safety	3	0	0	3

Other Major Courses: (14 SHC)

CHM 132	Organic and Biochemistry	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
ENV 214	Water Quality	3	2	0	4
ENV 236	Wetlands Science	2	2	0	3

Required Subject Area: (4-5 SHC)

Supervision/Issues

Select one course from the following:

COE 112	Co-Op Work Experience I	0	0	20	2
ENV 228	Environmental Issues	1	0	0	1

Computers

Select 3 SHC from the following:

CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 65

Environmental Science/Management Certificate in Natural Resource Conservation (C2014BB)

Course and Hour Requirements

Major Courses

BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
ENV 224	Land Resource Management	3	2	0	4
ENV 228	Environmental Issues	1	0	0	1
ENV 236	Wetlands Science	2	2	0	3

Total Semester Hours Credit in Program 12

Environmental Science/Management Certificate in Water Resource Management (C2014BC)

Course and Hour Requirements

Major Courses

BIO 140	Environmental Biology	3	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	1
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENV 214	Water Quality	3	2	0	4
ENV 236	Wetlands Science	2	2	0	3

Total Semester Hours Credit in Program 15

Esthetics Technology Certificate (C55230)

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Program Student Learning Outcomes

Upon successful completion of the Esthetics program, the graduate should be able to

- Demonstrate an understanding of the concepts of esthetics. (COS 119)

- Appropriately perform esthetics procedures including skin analysis and procedures related to consultation, and treatments. (COS 120, COS 125, COS 126)
- Demonstrate advanced services including: reflexology, water hydrotherapy, algae treatments, body wraps, acupressure, lymphatic drainage, micorderm abrasion, aromatherapy, chemical peels, and camouflage makeup. (COS 125, COS 126)

Course and Hour Requirements

Major Required Courses: (16 SHC)

COS 119	Esthetics Concepts I	2	0	0	2
COS 120	Esthetics Salon I	0	18	0	6
COS 125	Esthetics Concepts II	2	0	0	2
COS 126	Esthetics Salon II	0	18	0	6

Total Semester Hours Credit in Program 16

General Occupational Technology (A55280)

Associate in Applied Science Degree

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

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental 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

Program Student Learning Outcomes

Upon successful completion of the General Occupational Technology, graduates should be able to:

- Exhibit college readiness as demonstrated by appropriate time management skills, comfort with independent learning, and respect for the principles of academic honesty. (ACA 111)
- Construct purposeful and effective written essays, and research papers that demonstrate an understanding of rhetorical strategies and use experiential evidence and appropriately documented academic research. (ENG 111, ENG 112, COM 231)
- Communicate information to a variety of audiences using appropriate written, spoken and/or visual methods. (CIS 110, ENG 111, ENG 112, COM 231, PSY 150, SOC 210, CHM 131, CHM 131A, ENG 131)
- Demonstrate competent and relevant technology skills. (CIS 110)
- Recognize and appreciate the importance of the systematic acquisition and analysis of knowledge as the keystone of life. (ACA 111, CIS 110, ENG 111, ENG 112, HUM 115, COM 231, PSY 150, SOC 210, BIO1 40, BIO 140A, HEA 110, CHM 131, CHM 131A, ENG 131)

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

College algebra, trigonometry, calculus, computer science, and statistics.

Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses (18 SHC)

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

Other Major Hours: (31 SHC)

31 SHC to be selected from the following prefixes with no more than 9 SHC from any one prefix: ACC, BIO, BUS, CHM, CIS, CJC, CTS, COE, DBA, ECO, EDT, EDU, ELC, ELN, ENV, ISC, MEC, MED, MKT, NET, NOS, OST, PCI, PHY, SEC, WEB.

Other Required Courses: (4 SHC)

ACA 111	College Student Success	1	0	0	1
All students should register for this course during their first semester at Pamlico Community College.					
CIS 110	Introduction to Computers	2	2	0	3

Total Semester Hours Credit in Program 68

General Occupational Technology Diploma (D55280)

Course and Hour Requirements

General Education Courses

Communications (3 SHC)

ENG 111	Expository Writing	3	0	0	3
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Natural Sciences/Mathematics (3 SHC)

Select from the following discipline areas:

College algebra, trigonometry, calculus, computer science, and statistics.

Other Major Hours (30 SHC)

Select courses from the following prefixes with no more than 9 SHC from any one prefix: ACC, BIO, BUS, CHM, CIS, CJC, CTS, COE, DBA, ECO, EDT, EDU, ELC, ELN, ENV, ISC, MEC, MED, MKT, NET, NOS, OST, PCI, PHY, SEC, WEB.

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
All students should register for this course during their first semester at Pamlico Community College.					

Total Semester Hours Credit in Program 37

General Occupational Technology Certificate (C55280)

Course and Hour Requirements

Other Major Hours (16 SHC)

Select courses from the following prefixes with no more than 9 SHC from any one prefix: ACC, BIO, BUS, CHM, CIS, CJC, CTS, COE, DBA, ECO, EDT, EDU, ELC, ELN, ENV, ISC, MEC, MED, MKT, NET, NOS, OST, PCI, PHY, SEC, WEB.

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 17

Horticulture Technology (A15240)

Associate in Applied Science Degree

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the North Carolina Pesticide Applicator’s Examination and the North Carolina Certified Plant Professional Examination.

Program Student Learning Outcomes

Upon completion of the program students will be able to

- Identify plant materials (using scientific and common names) used in the horticultural industry (HOR 160)
- Plan and draft landscape designs for residential and commercial sites. (HOR 112, HOR 124, HOR 142, HOR 260)
- Plant and maintain various landscapes
- Recall the cultural requirements for a variety of plants (HOR 162, HOR 166)
- Identify and implement an Integrated Pest Management plan (HOR 164)
- Demonstrate proper use of various horticultural tools (HOR 162)
- Identify proper propagation techniques to propagate plant material by both sexual and asexual means (HOR 168)

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 140	Survey of Mathematics	3	0	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3

ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses

Required Courses: (15 SHC)

HOR 160	Plant Materials I	2	2	0	3
HOR 162	Applied Plant Science	2	2	0	3
HOR 164	Horticultural Pest Management	2	2	0	3
HOR 166	Soils and Fertilizers	2	2	0	3
HOR 168	Plant Propagation	2	2	0	3

Other Major Courses: (36 SHC)

BUS 135	Principles of Supervision	3	0	0	3
BUS 230	Small Business Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
COE 112	Co-Op Work Experience I	0	0	20	2

HOR 112	Landscape Design I	2	3	0	3
HOR 124	Nursery Operations	2	3	0	3
HOR 134	Greenhouse Operations	2	2	0	3
HOR 255	Interiorscapes	1	2	0	2
HOR 260	Plant Materials II	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3
TRF 110	Intro Turf grass Cult and ID	3	2	0	4
TRF 151	Intro Landscape Design	2	2	0	3

Other Required Courses: (1 SHC)

ACA 111 College Student Success 1 0 0 1

All students should register for this course during their first semester at Pamlico Community College. Total

Semester Hours Credit in Program 69

Horticulture Diploma (D15240)

Course and Hour Requirements

General Education Courses

Communications (3 SHC)

ENG 111 Expository Writing 3 0 0 3

Natural Sciences/Mathematics (3 SHC)

MAT 140 Survey of Mathematics 3 0 0 3

Major Required Courses: (15 SHC)

HOR 160 Plant Materials I 2 2 0 3

HOR 162 Applied Plant Science 2 2 0 3

HOR 164 Horticultural Pest Management 2 2 0 3

HOR 166 Soils and Fertilizers 2 2 0 3

HOR 168 Plant Propagation 2 2 0 3

Other Major Courses: (18 SHC)

BUS 135 Principles of Supervision 3 0 0 3

CIS 110 Introduction to Computers 2 2 0 3

HOR 112 Landscape Design I 2 3 0 3

HOR 124 Nursery Operations 2 3 0 3

HOR 134 Greenhouse Operations 2 2 0 3

HOR 260 Plant Materials II 2 2 0 3

Other Required Courses: (1 SHC)

ACA 111 College Student Success 1 0 0 1

All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 40

Horticulture Certificate (C15240)

Course and Hour Requirements

Required Courses: (12 SHC)

HOR 112	Landscape Design I	2	3	0	3
HOR 160	Plant Materials I	2	2	0	3
HOR 164	Horticultural Pest Management	2	2	0	3
HOR 166	Soils and Fertilizers	2	2	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 13

Information Systems Security (A25270)

Associate in Applied Science Degree

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

Program Student Learning Outcomes

Graduates of this program will:

- Identify and implement information security control systems. (SEC 110, SEC 150, SEC 160, NOS 120, NOS 230)
- Recognize and discuss a variety of information systems security terminology. (SEC 110, SEC 150)
- Analyze and implement the most appropriate information systems security program for the desired outcome (data communications protection). (SEC 150, SEC 160, SEC 210, SEC 220, SEC 289)

Course and Hour Requirements**General Education Courses****Communications (6 SHC)**

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 140	Survey of Mathematics	3	0	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3

ART 115	Art History Survey II	3	0	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 260	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses

Required Courses: (36 SHC)

CIS 115	Intro to Programming and Logic	2	2	0	3
DBA 110	Database Concepts	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	3	0	3
SEC 110	Security Concepts	3	0	0	3
SEC 150	Secure Communications	2	2	0	3
SEC 160	Secure Admin I	2	2	0	3
SEC 210	Intrusion Detection	2	2	0	3
SEC 220	Defense-in-Depth	2	2	0	3

SEC 289	Security Capstone Project	1	4	0	3
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Required Subject Areas: (9 SHC)

Basic Computer Skills (3 SHC)

CIS 110	Introduction to Computers	2	2	0	3
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Business (3 SHC)

Select 3 SHC from the following:

BUS 110	Introduction to Business	3	0	0	3
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CTS 115	Info Sys Business Concepts	3	0	0	3
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Operating Systems (3 SHC)

Select 3 SHC from the following:

NOS 120	Linux/UNIX Single User	2	2	0	3
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NOS 230	Windows Admin I	2	2	0	3
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Other Major Courses: (9 SHC)

BUS 115	Business Law I	3	0	0	3
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BUS 137	Principles of Management	3	0	0	3
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BUS 240	Business Ethics	3	0	0	3
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Other Required Courses: (1SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 70

Manicuring/Nail Technology Certificate (C55400)

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum also provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Program Student Learning Outcomes

Upon successful completion of the Manicuring/Nail program, the graduate should be able to:

Appropriately perform nail technology procedures including: general nail technology procedures , the use of nail service tools, natural nail service procedures (manicure and pedicure), basic massage movements, apply, repair and maintain nails, electric filling. (COS 121)

Demonstrate competence in program requirements in the areas covered on the Cosmetology Licensing Examination. (COS 222)

Course and Hour Requirements

Major Courses

Required Courses: (12 SHC)

COS 121	Manicure/Nail Technology I	4	6	0	6
COS 222	Manicure/Nail Technology II	4	6	0	6

Total Semester Hours Credit in Program **12**

Medical Assisting (A45400)

Associate in Applied Science Degree

Student must have completed the Medical Assisting Diploma before enrolling in the Associate in Applied Science degree program.

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.

Program Student Learning Outcomes

Upon successful completion of the Medical Assisting program, the graduate should be able to:

- Demonstrate proficiency in the administrative skills of an entry-level medical assistant. (MED 110, MED 130, MED 131, MED 260, OST 149, MED 122)
- Demonstrate proficiency in the clinical skills of an entry-level medical assistant. (MED 110, MED 130, MED 140, MED 150, MED 260, OST 149, MED 122)
- Apply the entry-level skills of a medical assistant and provide pertinent patient instruction. (MED 110, MED 130, MED 131, MED 140, MED 150, MED 260, OST 149, MED 122)
- Demonstrate competency in both performance and patient instruction by obtaining a job as an entry-level medical assistant. (MED 110, MED 130, MED 131, MED 140, MED 150, MED 260, MED 116, OST 149, MED 122)
- Demonstrate commitment to professional development by pursuing continuing education and/or membership in a professional organization related to medical assisting. (MED 110, MED 130, MED 131, MED 140, MED 150, MED 260, MED 116, OST 149, MED 122)

Accreditation

The PCC Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park St., Clearwater, FL 33756; Telephone number: 727-210-2350.

Admission Requirements

Because of the nature of Allied Health programs and the enrollment restrictions placed on the College by accrediting agencies and clinical facilities, only a limited number of students will be accepted each year. In order to be considered for an Allied Health program, the applicant must be certain that all admissions criteria have been met.

In addition to the General Admission Policy of the College, all applicants are required to:

- Be at least 18 years of age to enroll in Allied Health core courses
- Submit three sealed letters of reference to the department chair of the Allied Health programs (Letters must be from individuals who are not relatives of the applicant or employees of the College)
- Schedule an appointment for a personal interview with the department chair and the program director prior to enrolling in the Allied Health program and registering for classes
- Complete the ASSET Elementary Algebra Test and the Science and Keyboarding Placement Test(s)

Student medical information is kept in strictest confidence. Such records are securely stored in Student Services and in the office of the department chair of Allied Health. Some externship facilities may require additional immunizations prior to externship placement (All immunizations are at the expense of the student).

Criminal History

Applicants who have been convicted of felony and/or serious misdemeanor crime(s) may find difficulty being placed into externship settings. Without placement into an externship setting, the student will not complete the clinical aspect of the educational process and will not graduate from an Allied Health program, and most will not be able to find employment in the healthcare field.

Students who have been convicted of felony crime(s) will not be eligible to take the national examination to become registered or certified healthcare professionals.

Academic Standards

All students enrolled in an Allied Health Program must earn a grade of "C" in all course work, including general education courses, to be able to continue in the program.

Cardiopulmonary Resuscitation Certificate

Students must possess and provide documentation of current CPR certifications prior to the placement into an assigned externship. It is the student's responsibility to maintain current certification/recertification.

Malpractice Insurance

Students must purchase malpractice insurance prior to placement into an assigned externship. The department chair or program director will provide the insurance application form and payment will be collected by the Business Office.

See Allied Health Handbook for additional information to be used in conjunction with all College policies and procedures.

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Report	3	0	0	3

Natural Sciences/Mathematics (3-4 SHC)

Select one of the following:

BIO 111	General Biology I	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3

Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

PSY 150	General Psychology	3	0	0	3
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Major Courses

Required Courses: (20 SHC)

MED 110	Orientation to Medical Assisting	1	0	0	1
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Lab Procedures I	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5

Required Subject Area: (12-13 SHC)

Anatomy and Physiology

MED 116	Intro to Anatomy and Physiology	3	2	0	4
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Medical/Legal Issue

Select one of the following:

MED 118	Medical Law and Ethics	2	0	0	2
OST 149	Medical Legal Issues	3	0	0	3

Terminology

MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3

Other Major Courses: (19-21 SHC)

CIS 110	Intro to Computers	2	2	0	3
MED 114	Professional Interaction in Health Care	1	0	0	1
MED 134	Medical Transcription	2	2	0	3
MED 138	Infection/Hazard Control	2	0	0	2
MED 180	CPR	0	2	0	1
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3

Required Subject Area:

Elective: Select one of the following:

MED 250	Lab Procedures II	3	4	0	5
MED 274	Diet Therapy/Nutrition	3	0	0	3
OST 148	Medical Billing & Insurance	3	0	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 67-70

Medical Assisting Diploma (D45400)

Accreditation

The PCC Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park St., Clearwater, FL 33756; Telephone number: 727-210-2350.

Admission Requirements

(See admission requirements for Medical Assisting program)

Course and Hour Requirements

General Education Courses

Communications (3 SHC)

ENG 111	Expository Writing	3	0	0	3
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Natural Sciences/Mathematics (3-4 SHC)

Select one of the following:

BIO 111	General Biology I	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3

Social/Behavioral Sciences (3 SHC)

PSY 150	General Psychology	3	0	0	3
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Major Courses

Required Courses: (26 SHC)

MED 110	Orientation to Medical Assisting	1	0	0	1
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Lab Procedures I	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5

Required Subject Area: (6-7 SHC)

Anatomy and Physiology:

MED 116	Intro to Anatomy and Physiology	3	2	0	4
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Medical/Legal Issue: Select one of the following:

MED 118	Medical Law and Ethics	2	0	0	2
OST 149	Medical Legal Issues	3	0	0	3

Other Major Courses: (1 SHC)

MED 114	Professional Interaction in Health Care	1	0	0	1
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Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 43-45

Medical Assisting Transcription Certificate (C45400)

Courses and Hours Requirements

Major Required Courses: (11 SHC)

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
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Required Subject Area: (2-3 SHC)

Medical/Legal Issue:

Select one of the following:

MED 118	Medical Law and Ethics	2	0	0	2
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OST 149	Medical Legal Issues	3	0	0	3
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Other Major Courses: (3 SHC)

MED 134	Medical Transcription	2	2	0	3
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Total Semester Hours Credit in Program 13-14

Medical Assisting Certificate (C45400B)

Courses and Hours Requirements

Major Courses

Required Courses: (6 SHC)

MED 110	Orientation to Medical Assisting	1	0	0	1
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MED 121	Medical Terminology I	3	0	0	3
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MED 130	Administrative Office Procedures I	1	2	0	2
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Required Subject Area: (2-3 SHC)

Medical/Legal Issue:

Select one of the following:

MED 118	Medical Law and Ethics	2	0	0	2
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OST 149	Medical Legal Issues	3	0	0	3
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Other Major Courses: (5 SHC)

CIS 110	Introduction to Computers	2	2	0	3
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MED 138	Infection/Hazard Control	2	0	0	2
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Total Semester Hours Credit in Program 13-14

Administrative Medical Assisting Certificate (C45400C)

Courses and Hours Requirements

Major Required Courses: (10 SHC)

MED 121	Medical Terminology I	3	0	0	3
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MED 122	Medical Terminology II	3	0	0	3
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MED 130	Administrative Office Procedures I	1	2	0	2
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MED 131	Administrative Office Procedures II	1	2	0	2
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Required Subject Area: (2-3 SHC)

Medical/Legal Issue:

Select one of the following:

MED 118	Medical Law and Ethics	2	0	0	2
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OST 149	Medical Legal Issues	3	0	0	3
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Other Major Courses: (3 SHC)

CIS 110	Introduction to Computers	2	2	0	3
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Total Semester Hours Credit in Program 15-16

Clinical Medical Assisting Certificate (C45400D)

Courses and Hours Requirements**Major Required Courses: (15 SHC)**

MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5

Other Major Courses: (3 SHC)

MED 270	Symptomatology	2	2	0	3
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Total Semester Hours Credit in Program 18

Phlebotomy Lab Technician (C45400E)

Courses and Hours Requirements**Major Required Courses: (11 SHC)**

MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 150	Lab Procedures I	3	4	0	5

Other Major Courses: (5 SHC)

MED 250	Laboratory Procedures II	3	4	0	5
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Total Semester Hours Credit in Program 16

Medical Office Administration (A25310)

Associate in Applied Science Degree

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

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

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

Program Student Learning Outcomes

The Associate of Applied Science degree in Medical Office Administration is designed to prepare students for employment in medical and other healthcare-related settings. Students will learn administrative and support functions and develop skills applicable in medical environments. Graduates of this program will:

- Demonstrate the ability to use a personal computer in the workplace and have a basic understanding of computer hardware, software applications, the Internet, and operating systems. (OST 243)
- Produce a variety of business and medical documents using correct grammar, punctuation, and spelling in a form acceptable in today's business environment. (MED 130)
- Operate office transcription equipment in transcribing mailable documents from different areas of medicine in various formats. (MED 130)
- Build an extensive medical vocabulary and apply an understanding of basic anatomical systems to the interpretation of records and reports in a variety of medical settings. (MED 122)
- Demonstrate an understanding of the various types of health insurance and apply standard coding guidelines in processing insurance claim forms. (OST 148)
- Use the alphabetic, geographic, numeric, and subject methods of filing in storing and retrieving records both manually and electronically. (MED 130)
- Demonstrate knowledge of current medical law, accepted ethical behavior, and interpersonal skills that reflect an understanding of diversity and the need for teamwork. (OST 149)

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Report	3	0	0	3

Natural Sciences/Mathematics (3-4 SHC)

BIO 111	General Biology I	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3
MAT 140	Survey of Mathematics	3	0	0	3

Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3

MUS 110	Music Appreciation	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

PSY 150	General Psychology	3	0	0	3
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Major Required Courses: (9 SHC)

OST 148	Med Coding Billing & Ins	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3

Required Subject Areas: (19 SHC)

Document Processing

OST 136	Word processing	2	2	0	3
OST 164	Text Editing Application	3	0	0	3

Office Administration

MED 130	Admin Office Procedures I	1	2	0	2
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Computers/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
OST 131	Keyboarding	1	2	0	2

Medical Terminology

MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3

Other Major Electives: (23 SHC)

BUS 135	Principles of Supervision	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
MED 114	Pro Interaction in Health Care	1	0	0	1
MED 116	Introduction to A & P	3	2	0	4
MED 134	Medical Transcription	2	2	0	3
MED 183	Electronic Medical Records I	3	2	3	5

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 66

Medical Office Administration Diploma (D25310)

Course and Hour Requirements

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
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Natural Sciences/Mathematics (3 SHC)

MAT 110	Mathematical Measurement	2	2	0	3
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Social/Behavioral Sciences (3 SHC)

PSY 150	General Psychology	3	0	0	3
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Required Courses: (9 SHC)

OST 148	Med Coding Billing & Ins	3	0	0	3
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OST 149	Medical Legal Issues	3	0	0	3
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OST 243	Medical Office Simulation	2	2	0	3
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Required Subject Areas: (19 SHC)

Document Processing

OST 136	Word processing	2	2	0	3
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OST 164	Text Editing Applications	3	0	0	3
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Office Administration

MED 130	Admin Office Procedures I	1	2	0	2
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Computers/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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OST 131	Keyboarding	1	2	0	2
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Medical Terminology

MED 121	Medical Terminology I	3	0	0	3
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MED 122	Medical Terminology II	3	0	0	3
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Other Major Electives: (8 SHC)

BUS 135	Principles of Supervision	3	0	0	3
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MED 183	Electronic Medical Records I	3	2	3	5
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Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 46

Medical Billing & Coding Certificate (C25310)

Course and Hour Requirements

Required Courses: (9 SHC)

OST 148	Med Coding Billing & Ins	3	0	0	3
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OST 243	Medical Office Simulation	2	2	0	3
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Required Subject Areas: (19 SHC)

Office Administration

MED 130	Admin Office Procedures I	1	2	0	2
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Computers/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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Medical Terminology

MED 121	Medical Terminology I	3	0	0	3
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MED 122	Medical Terminology II	3	0	0	3
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Total Semester Hours Credit in Program 17

MOA General Certificate (C25310A)

Course and Hour Requirements

Required Courses: (12 SHC)

MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3

Other Major Courses: (5 SHC)

MED 183	Electronic Medical Records I	3	2	3	5
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Total Semester Hours Credit in Program

Networking Technology (A25340)

Associate in Applied Science Degree

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

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

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

Program Student Learning Outcomes

Upon successful completion of the Networking Technology program, graduates should be able to:

- Define the requirements for a network architecture taking into consideration network topology, expected network load, network scalability, and cost. (NET 125)
- Identify network monitoring tools and construct monitoring protocols. (NET 126, NET 225, NET 226)
- Install, configure, and manage a Local Area and Wide Area Network for small to medium sized enterprises. (NET 240, NET 289)
- Perform trouble shooting analysis and remediation. (NOS 110, NOS 130)

Course and Hour Requirements

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 140	Survey of Mathematics	3	0	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ENG 131	Intro to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 260	World Literature I	3	0	0	3
ENG262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses**Required Courses: (33 SHC)**

NET 226	Routing & Switching II	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	3	0	3

NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	3	0	0	3

Required Subject Areas: (12 SHC)

Basic Computer Skills

CIS 110	Introduction to Computers	2	2	0	3
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Business

Select 3 SHC from the following:

BUS 110	Introduction to Business	3	0	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3

Design

Select 3 SHC from the following:

NET 240	Network Design	3	0	0	3
NET 289	Networking Project	1	4	0	3

Operating Systems

Select 3 SHC from the following:

NOS 220	Linus/UNIX Single User	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3

Other Major Courses: (9 SHC)

BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3

Other Required Courses: (1SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 7

Office Administration

Associate in Applied Science Degree

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

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

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

Program Student Learning Outcomes

Graduates of this program will:

- Demonstrate basic proficiency in a variety of software applications. (OST 164, OST 184, OST 136)

- Work efficiently in a variety of office settings using current office systems technology. (OST 134, OST 184)
- Demonstrate both technical, (office technology) and non-technical (communication; oral and written) skills. (OST 134)
- Have a basic understanding of business, social and ethical strategies for effectively operating in a modern office environment. (OST 289)

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing and	3	0	0	3
ENG 112	Argument-Based Research				
Or		3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 140	Survey of Mathematics	3	0	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3

HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Required Courses: (6 SHC)

OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	2	2	0	3

Required Subject Areas: (9 SHC)

Formatting/Word Processing

OST 136	Word Processing	2	2	0	3
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Office Systems/Management

OST 289	Administrative Office Management	2	2	0	3
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Computer/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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Other Major Courses: (35 SHC)

ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 150	Acct Software Applications	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 260	Business Communication	3	0	0	3
CTS 125	Presentation Graphics	2	2	0	3
CTS130	Spreadsheets	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
OST 131	Keyboarding	1	2	0	2
OST 181	Introduction to Office Systems	2	2	0	3
OST 223	Machine Transcription I	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

Required Subject Areas: (6 SHC)

Business

Select 3 SHC from the following:

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

Office Systems Electives

Select 3 SHC from the following:

CIS 165	Desktop Publishing I	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 72

Office Administration Diploma (D25370)

Course and Hour Requirements

General Education Courses

Communications (3 SHC)

ENG 111	Expository Writing	3	0	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Major Courses

Required Courses: (6 SHC)

OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	2	2	0	3

Required Subject Areas: (9 SHC)

Formatting/Word Processing

OST 136	Word Processing	2	2	0	3
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Office Systems/Management

OST 289	Administrative Office Management	2	2	0	3
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Computer/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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Other Major Courses: (26 SHC)

ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 150	Acct Software Applications	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 260	Business Communication	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
OST 131	Keyboarding	1	2	0	2
OST 181	Introduction to Office Systems	2	2	0	3
OST 223	Machine Transcription I	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 48

Office Administrative Certificate (C25370)

Course and Hour Requirements**Major Courses****Required Courses: (3 SHC)**

OST 184	Records Management	2	2	0	3
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Required Subject Areas: (6SHC)**Formatting/Word Processing**

OST 136	Word Processing	2	2	0	3
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Computer/Information Systems

CIS 110	Introduction to Computers	2	2	0	3
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Other Major Courses: (8 SHC)

CTS 130	Spreadsheets	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 181	Introduction to Office Systems	2	2	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 18

Web Technologies (A25290)

Associate in Applied Science Degree

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

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

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

Program Student Learning Outcomes

Upon successful completion of the Web Technologies program, graduates should be able to:

- Recognize and discuss relevant industry terminology.(WEB 140, WEB 210)
- Identify various network topologies, capabilities and addressing requirements. (WE115, WE120)
- Demonstrate the ability to use Web Authoring tools.(WE110, WE140, WE210)
- Demonstrate the ability to identify and use the industry leading Web Site development platforms and Web Hosting technologies. (WE110, WE120, WE140, WE210)
- Demonstrate the ability to identify and use Web Hosting technologies. (WE210)
- Demonstrate and explain the use and need for Web Analytics. (CIS 115, WEB 230)

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 114	Prof Resch & Reporting	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 140	Survey of Mathematics	3	0	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 260	World Literature I	3	0	0	3
ENG262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	Amer. Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Reg. Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Gov.	3	0	0	3
POL 210	Comparative Gov.	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Devel. Psychology	3	0	0	3
SOC 210	Introd. to Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses**Required Courses: (33 SHC)**

CIS 115	Intro to Prog. & Logic	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 110	Operating Systems Con	2	3	0	3
SEC 110	Security Concepts	3	0	0	3
WEB 110	Internet/Web Fund.	2	2	0	3
WEB 115	Web Markup and Scrip	2	2	0	3
WEB 120	Intro Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 230	Implementing Web Serv.	2	2	0	3
WEB 250	Database Driven Websites	2	2	0	3

Required Subject Areas: (9 SHC)**Basic Computer Skills (3 SHC)**

CIS 110	Introduction to Computers	2	2	0	3
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Business (3 SHC)

BUS 110	Introduction to Business	3	0	0	3
CTS 115	Info Sys Bus Concepts	3	0	0	3

Networking (3 SHC)

NET 110	Networking Concepts	2	2	0	3
NET 125	Networking Basics	1	4	0	3

Other Major Courses: (9 SHC)

BUS 115	Business Law I	3	0	0	3
BUS 137	Prin. of Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program **67**

Welding Technology (A50420)

Associate in Applied Science Degree

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.

Program Student Learning Outcomes

Upon completion of the Welding Technology program, students will be able to:

- Demonstrate a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry. (WLD 110, WLD 115 , WLD 116, WLD 121, WLD 131, WLD 143, WLD 151)
- Perform consumable and non-consumable electrode welding and cutting processes which include the following; SMAW (Stick), GMAW (MIG), FCAW, GTAW (TIG), OFW (Oxyacetylene welding), OFC (Oxyacetylene cutting), PAC (plasma arc cutting), Air Carbon Arc Gouging, and SAW (Submerged Arc Welding). (WLD 110, WLD 115, WLD 116, WLD 121, WLD 131)
- Demonstrate competency in the basic understanding and practical application of the principles of: fabrication processes theory and safety, cutting metal with shear, chop saw and band saw, drilling and punching holes, bending metal with box/pan break, fabricate a metal project. (WLD 143, WLD 151)

Course and Hour Requirements

General Education Courses

Communications (6 SHC)

ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3

Natural Sciences/Mathematics (3 SHC)

MAT 110	Mathematical Measurement	3	0	0	3
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Humanities/Fine Arts (3 SHC)

ART 111	Art Appreciation	3	0	0	3
ART 113	Art Methods & Materials	2	2	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 283	Ceramics I	0	6	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 243	Major British Writers	3	0	0	3
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Intro to Film	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 113	American Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3

Social/Behavioral Sciences (3 SHC)

ANT 210	General Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 115	Intro to Global History	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 210	Comparative Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Major Courses**Required Courses: (18 SHC)**

WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GMAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3

Other Major Courses: (32 SHC)

BPR 130	Blueprint Reading/Const	1	2	0	2
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
ISC 112	Industrial Safety	2	0	0	2
ISC 121	Envir Health & Safety	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
MEC 172	Intro to Metallurgy	2	2	0	3
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 143	Welding Metallurgy	1	2	0	2
WLD 151	Fabrication I	2	6	0	4

Other Required Courses: (1 SHC)

ACA 111	College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 66

Welding Technology Diploma (D50420)

Course and Hour Requirements**General Education Courses****Communications (3 SHC)**

ENG 111	Expository Writing	3	0	0	3
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Natural Sciences/Mathematics (3 SHC)

MAT 110	Mathematical Measurement	3	0	0	3
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Major Courses**Required Courses: (18 SHC)**

WLD 110	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GMAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3

Other Major Courses: (23 SHC)

BPR 130	Blueprint Reading/Const	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
ISC 112	Envir Health & Safety	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
MEC 172	Intro to Metallurgy	2	2	0	3
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4

Other Required Courses: (1 SHC)

ACA 111 College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 48

Welding Technology Certificate (C50420)

Course and Hour Requirements

General Education Courses

Required Courses: (10 SHC)

WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 141	Symbols & Specifications	2	2	0	3

Other Major Courses: (5 SHC)

BPR 130	Blueprint Reading/Const.	1	2	0	2
ISC 121	Envir. Health & Safety	3	0	0	3

Other Required Courses: (1 SHC)

ACA 111 College Student Success	1	0	0	1
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All students should register for this course during their first semester at Pamlico Community College.

Total Semester Hours Credit in Program 16

Course Descriptions 2011-2012

ACA 111 College Student Success

Class 1 Lab 0 Clinical 0 Work 0 Credit 1

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.

Pre-requisites None
 Co-requisites None
 College Transfer N/A

ACC 120 Principles of Financial Accounting

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should

be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

ACC 121 Principles of Managerial Accounting

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product- costing systems.

Pre-requisites Take ACC-120
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

ACC 131 Federal Income Taxes

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

Prerequisites None
Co-requisites None
College Transfer N/A

ACC 140 Payroll Accounting

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

Pre-requisites ACC 120
Co-requisites None
College Transfer N/A

ACC 150 Accounting Software Applications

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

Pre-requisites Take ACC-120
Co-requisites None
College Transfer N/A

ACC 220 Intermediate Accounting I

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

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 extensive analysis 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.

Pre-requisites ACC-120
Co-requisites None
College Transfer N/A

ACC 225 Cost Accounting

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ACC-121
Co-requisites None
College Transfer N/A

ANT 210 General Anthropology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

 This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

ART 111 Art Appreciation

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ART 113 Art Methods and Materials

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

 This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

ART 114 Art History Survey I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ART 115 Art History Survey II

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ART 283 Ceramics I

Class 0 Lab 6 Clinical 0 Work 0 Credit 3

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

AST 111 Descriptive Astronomy

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites AST-111A
College Transfer This course has been approved for transfer under the CAA as a general education course in Natural Science.

This course has been approved for transfer under the ICAA as a general education course in Natural Science.

AST 111A Descriptive Astronomy Lab

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

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.

Pre-requisites None
Co-requisites AST-111
College Transfer This course has been approved for transfer under the CAA as a general education course in Natural Science.

This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 110 Principles of Biology

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

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.

Pre-requisites Score 60 or above on the science placement test or a "C" or above in SCI-090
Co-requisites None
College Transfer Under the CAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

Under the ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

BIO 111 General Biology I

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

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.

Pre-requisites Score 60 or above on the science placement test or a "C" or above in SCI-090
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Natural Science.

This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 112 General Biology II

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

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.

Pre-requisites BIO-111
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Natural Science.

This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 140 Environmental Biology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites BIO 140A
College Transfer This course has been approved for transfer under the CAA as a general education course in Natural Science.

This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 140A Environmental Biology Lab

Class 0 Lab 3 Clinical 0 Work 0 Credit 1

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.

Pre-requisites None
Co-requisites BIO-140
College Transfer This course has been approved for transfer under the CAA as a general education course in Natural Science.

This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 168 Anatomy and Physiology I

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

Pre-requisites Score 60 or above on the science placement test or a “C” or above in SCI-090
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or
elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or
elective course requirement.

BIO 169 Anatomy and Physiology II

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

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.

Pre-requisites BIO-168
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or
elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or
elective course requirement.

BIO 275 Microbiology

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

State Pre-requisites BIO 111 or BIO 168
Co-requisites None
College Transfer This course has been approved for transfer under the CAA
as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

BPR 130 Blueprint Reading-Const

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

BUS 110 Introduction to Business

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

BUS 115 Business Law I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

BUS 121 Business Math

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

BUS 125 Personal Finance

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

Pre-requisites None
Co-requisites None
College Transfer N/A

BUS 135 Principles of Supervision

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

BUS 137 Principles of Management

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

BUS 139 Entrepreneurship I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, and sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

Pre-requisites None

Co-requisites None

College Transfer N/A

BUS 152 Human Relations

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

Pre-requisites None

Co-requisites None

College Transfer N/A

BUS 225 Business Finance

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ACC-120

Co-requisites None

College Transfer N/A

BUS 228 Business Statistics

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites MAT-140 or MAT-161

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

BUS 230 Small Business Management

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

BUS 234 Training and Development

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

BUS 240 Business Ethics

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

Pre-requisites None
Co-requisites None
College Transfer N/A

BUS 245 Entrepreneurship II

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

Pre-requisites BUS-139
Co-requisites None
College Transfer N/A

BUS 260 Business Communication

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

Pre-requisites ENG-111
Co-requisites None
College Transfer N/A

BUS 280 REAL Small Business

Class 4 Lab 0 Clinical 0 Work 0 Credit 4

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

Pre-requisites None
Co-requisites None
College Transfer N/A

CHM 131 Introduction to Chemistry

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites Score 60 or above on the science placement test or a "C" or above in SCI-090
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Natural Science.

This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 131A Intro to Chemistry Lab

Class 0 Lab 3 Clinical 0 Work 0 Credit 1

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.

Pre-requisites None

Co-requisites CHM-131
College Transfer This course has been approved for transfer under the CAA as a general education course in Natural Science.

This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 132 Organic and Biochemistry

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

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.

Pre-requisites CHM-131 and CHM-131A
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Natural Science.

This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CIS 070 Fundamentals of Computing

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

Pre-requisites None
Co-requisites None
College Transfer N/A

CIS 110 Introduction to Computers

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Pre-requisites Score 100 on the computer skills evaluation or CIS-070
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

CIS 115 Intro to Programing & Logic

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

Pre-requisites MAT-060* and MAT-080

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

*For college staff/faculty: Base Colleague provides only one field to hold the two- component math placement exam score. As a workaround to this limitation, MAT-060 has been paired with the prerequisites MAT-070, MAT-080 and MAT-090 to provide the two fields needed to record the math placement exam scores. College staff should record the student's arithmetic score under MAT 060 and should record the student's algebra score under MAT 070, MAT 080, or MAT 090.

CIS 165 Desktop Publishing I

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer N/A

CJC 111 Intro to Criminal Justice

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective

CJC 112 Criminology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

CJC 113 Juvenile Justice

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

CJC 120 Interviews/Interrogations

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

CJC 121 Law Enforcement Operations

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CJC 122 Community Policing

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

CJC 131 Criminal Law

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

CJC 132 Court Procedure & Evidence

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

CJC 141 Corrections

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CJC 211 Counseling

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer N/A

CJC 212 Ethics & Community Relations

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer N/A

CJC 213 Substance Abuse

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer N/A

CJC 214 Victimology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

Pre-requisites None
Co-requisites None
College Transfer N/A

CJC 221 Investigative Principles

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

CJC 223 Organized Crime

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

CJC 231 Constitutional Law

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

COE 111 Co-Op Work Experience I

Class 0 Lab 0 Clinical 0 Work 10 Credit 1

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

COE 112 Co-Op Work Experience I

Class 0 Lab 0 Clinical 0 Work 20 Credit 2

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

COE 121 Co-Op Work Experience II

Class 0 Lab 0 Clinical 0 Work 10 Credit 1

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

COE 122 Co-Op Work Experience II

Class 0 Lab 0 Clinical 0 Work 20 Credit 2

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

COE 131 Co-Op Work Experience III

Class 0 Lab 0 Clinical 0 Work 10 Credit 1

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

COM 120 Intro Interpersonal Communications

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts (Substitute).

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts (Substitute).

COM 231 Public Speaking

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts (Substitute).

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts (Substitute).

COS 111 Cosmetology Concepts I

Class 4 Lab 0 Clinical 0 Work 0 Credit 4

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.

Pre-requisites None
Co-requisites COS-112
College Transfer N/A

COS 112 Salon I

Class 0 Lab 24 Clinical 0 Work 0 Credit 8

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.

Pre-requisites None
Co-requisites COS-111
College Transfer N/A

COS 113 Cosmetology Concepts II

Class 4 Lab 0 Clinical 0 Work 0 Credit 4

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.

Pre-requisites None
Co-requisites COS-114
College Transfer N/A

COS 114 Salon II

Class 0 Lab 24 Clinical 0 Work 0 Credit 8

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.

Pre-requisites None
Co-requisites COS-113
College Transfer N/A

COS 115 Cosmetology Concepts III

Class 4 Lab 0 Clinical 0 Work 0 Credit 4

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.

Pre-requisites None
Co-requisites COS-116
College Transfer N/A

COS 116 Salon III

Class 0 Lab 12 Clinical 0 Work 0 Credit 4

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.

Pre-requisites None
Co-requisites COS-115
College Transfer N/A

COS 117 Cosmetology Concepts IV

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

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.

Pre-requisites None
Co-requisites COS-118
College Transfer N/A

COS 118 Salon IV

Class 0 Lab 21 Clinical 0 Work 0 Credit 7

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.

Pre-requisites None
Co-requisites COS-117
College Transfer N/A

COS 119 Esthetics Concepts I

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

Pre-requisites None
Co-requisites None
College Transfer N/A

COS 120 Esthetics Salon I

Class 0 Lab 18 Clinical 0 Work 0 Credit 6

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

Pre-requisites None
Co-requisites None
College Transfer N/A

COS 121 Manicuring & Nail Technology I

Class 4 Lab 6 Clinical 0 Work 0 Credit 6

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

Pre-requisites None
Co-requisites None
College Transfer N/A

COS 125 Esthetics Concepts II

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

Pre-requisites None
Co-requisites None
College Transfer N/A

COS 126 Esthetics Salon II

Class 0 Lab 18 Clinical 0 Work 0 Credit 6

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

Pre-requisites None
Co-requisites None
College Transfer N/A

COS 222 Manicure/Nail Tech. II

Class 4 Lab 6 Clinical 0 Work 0 Credit 6

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

Pre-requisites COS-121
Co-requisites None
College Transfer N/A

CST 111 Construction I

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.

Pre-requisites None
Co-requisites None
College Transfer N/A

CST 112 Construction II

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors, roofing, and exterior finish materials.

Pre-requisites CST-111
Co-requisites None
College Transfer N/A

CTS 115 Info Sys Business Concepts

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CTS 120 Hardware/Software Support

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non- functioning personal computers.

Pre-requisites CIS-110

Co-requisites None

College Transfer N/A

CTS 125 Presentation Graphics

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.

Pre-requisites CIS-110

Co-requisites None

College Transfer N/A

CTS 130 Spreadsheet

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites CIS-110 or OST-137
Co-requisites None
College Transfer N/A

CTS 285 Systems Analysis & Design

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

Pre-requisites CIS-115
Co-requisites None
College Transfer N/A

CTS 289 System Support Project

Class 1 Lab 4 Clinical 0 Work 0 Credit 3

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Pre-requisites CTS-285
Co-requisites None
College Transfer N/A

DBA 110 Database Concepts

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

Pre-requisites None
Co-requisites None
College Transfer N/A

ECM 168 Electronic Business

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business

principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation.

Pre-requisites None
Co-requisites None
College Transfer N/A

ECM 210 Intro. to E-Commerce

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

Pre-requisites None
Co-requisites None
College Transfer N/A

ECM 220 E-Commerce Planning & Implementation

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business.

Prerequisites None
Co-requisites None
College Transfer N/A

ECM 230 Capstone Project

Class 1 Lab 6 Clinical 0 Work 0 Credit 3

This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an e-commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for e-commerce in a small to medium size business.

Pre-requisites ECM-220
Co-requisites None
College Transfer N/A

ECO 151 Survey of Economics

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course, for those who have not received credit for ECO 251 or 252, 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.

Pre-requisites None
Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

ECO 251 Principles of Microeconomics

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces economic analysis of individual, business, and industry 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.

Pre-requisites None
Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

ECO 252 Principles of Macroeconomics

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course 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.

Pre-requisites None
Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

EDT 110 Neuroscience/Pathological Conditions

Class 4 Lab 0 Clinical 0 Work 0 Credit 4

This course covers the anatomy and physiology of the nervous system as well as those disease processes which affect nervous system components. Topics include anatomy, physiology, and pathology of the neuron, brain, spinal cord, peripheral nerves, and the special senses. Upon completion, students should be able to understand the structure and function of the nervous system and how this structure/function is affected by specific diseases.

Pre-requisites Enrollment in the Electroneurodiagnostic Technology program
Co-requisites None
College Transfer N/A

EDT 111 Laboratory Management

Class 1 Lab 0 Clinical 0 Work 0 Credit 1

This course provides the skills and knowledge necessary to effectively manage and/or function as a team player in an Electroneurodiagnostic department. Topics include the role of an effective manager, the role of a team player, techniques for scheduling, record keeping/storage, and creation/implementation of department policies. Upon completion, students should be able to understand those skills necessary to manage an Electroneurodiagnostic department, both independently and as a team worker.

Pre-requisites Enrollment in the Electroneurodiagnostic Technology program
Co-requisites None
College Transfer N/A

EDT 112 Instrument/Record Methods

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers theories of electrode placement, various instrumentation components used in neurological testing, and optimal recording techniques based on patient status. Topics include the International 10-20 System of electrode placement, electrode types/applications, electronics applicable to neurological testing, instrument controls, montages, and polarity/localization. Upon completion, students should be able to understand the theories underlying optimal utilization of electrodes and instrumentation for neurological testing.

Pre-requisites Enrollment in the Electroneurodiagnostic Technology program
Co-requisites None
College Transfer N/A

EDT 113 Clinical Correlates

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

This course covers normal and abnormal neurological test findings associated with the anatomy/physiology/pathology covered in EDT 110. Topics include normal and abnormal neurological test results, artifacts, and activation procedures utilizing teaching records from affiliated laboratories. Upon

completion, students should be able to identify patterns and artifacts on neurological tests in order that optimal recording strategies may be utilized.

Pre-requisites Enrollment in the Electroneurodiagnostic Technology program
Co-requisites None
College Transfer N/A

EDT 114 Special Procedures

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a basic understanding of special testing procedures used in neurological diagnosis. Topics include foundations of evoked potentials, nerve conduction studies, operating room monitoring, ambulatory EEGs, long-term video monitoring, polysomnography, and various radiological procedures. Upon completion, students should be able to demonstrate an understanding of the principles of various special procedures used in neurological diagnosis.

Pre-requisites None
Co-requisites None
College Transfer N/A

EDT 115 EDT Laboratory Practice

Class 0 Lab 6 Clinical 0 Work 0 Credit 2

This course provides a practical application of theories covered in previous EDT courses. Emphasis is placed on practical skill development in neurological testing, appropriate patient rapport, infection control, and electrical safety guidelines, using mock situations. Upon completion, students should be able to conduct optimal neurological testing in mock situations.

Pre-requisites Enrollment in the Electroneurodiagnostic Technology program
Co- requisites None

EDT 116 EDT Clinical Experience

Class 0 Lab 0 Clinical 36 Work 0 Credit 12

This course provides clinical experience in a hospital, outpatient clinic or physician's office setting, under the supervision of a qualified technologist or qualified physician. Emphasis is placed on qualified interaction between patients/family and hospital personnel and optimal skill level development in Electroneurodiagnostic procedures. Upon completion, students should be able to conduct themselves professionally in a clinical setting and conduct optimal Electroneurodiagnostic procedures as ordered by physicians.

Pre-requisites EDT 118
Co-requisites None
College Transfer N/A

EDT 118 EDT Laboratory Practicum. II

Class 0 Lab 9 Clinical 0 Work 0 Credit 3

This course is a continuation of EDT 115. Emphasis is placed on practical skills developed in neurological testing, to include the basic EEG along with special testing procedures. Upon completion, students should be able to conduct neurological testing in mock situations.

Pre-requisites EDT-115
Co-requisites None
College Transfer

EDT 120 IONM and EP

Class 2 Lab 15 Clinical 0 Work 0 Credit 7

This course provides additional knowledge and skills in the special testing procedure of Intra-Operative Neuro-Monitoring (IONM). Emphasis is placed on the application of skills associated with neurological testing procedures with special focus on Intra-Operative Neuro Monitoring and Evoked Potentials (EP). Upon completion, students should be able to conduct themselves professionally in a clinical setting and conduct optimal IONM and EP procedures as ordered by physicians.

Prerequisites EDT-114
Co-requisites None
College Transfer N/A

EDT 121 Long Term Monitoring

Class 2 Lab 15 Clinical 0 Work 0 Credit 7

This course provides expanded knowledge and skills in the special testing procedure of Long Term Monitoring used in neurological diagnostics. Emphasis is placed on applying the knowledge and skills associated with Long Term Monitoring in the lab and hospital settings. Upon completion, students should be able to conduct themselves professionally in a clinical setting and conduct optimal Long Term Monitoring procedures as ordered by physicians.

Prerequisites EDT-114
Co-requisites None
College Transfer N/A

EDT 122 Nerve Conduction Studies

Class 2 Lab 15 Clinical 0 Work 0 Credit 7

This course provides additional knowledge and skills in the specialized testing of Nerve Conduction Studies. Emphasis is placed on the application of skills associated with neurological testing with special focus on Nerve Conduction Studies. Upon completion, students should be able to conduct themselves professionally in a clinical setting and conduct optimal Nerve Conduction Studies as ordered by physicians.

Prerequisites EDT-114
Co-requisites None
College Transfer N/A

EDU 119 Intro to Early Childhood Education

Class 4 Lab 0 Clinical 0 Work 0 Credit 4

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children.

Pre-requisites None
Co-requisites None
College Transfer N/A

EDU 131 Child, Family, & Communications

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students

should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

Pre-requisites ENG 085
Co-requisites None
College Transfer N/A

EDU 144 Child Development I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

Pre-requisites ENG-085
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

EDU 145 Child Development II

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

Pre-requisites ENG-085
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

EDU 146 Child Guidance

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

Pre-requisites ENG-085
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

EDU 151 Creative Activities

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

Pre-requisites ENG-085
Co-requisites None
College Transfer N/A

EDU 153 Health, Safety & Nutrition

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

Pre-requisites ENG-085
Co-requisites None
College Transfer N/A

EDU 216 Foundations of Education

Class 4 Lab 0 Clinical 0 Work 0 Credit 4

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.

Pre-requisites ENG-095
 Co-requisites None
 College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement at select institutions.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement at select institutions.

EDU 221 Children With Exceptional

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

Pre-requisites ENG 095, EDU 144, and EDU 145
 Co-requisites None
 College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement at select institutions.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement at select institutions.

EDU 234 Infants, Toddlers, & Twos

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

Pre-requisites ENG 095 and EDU 119
 Co-requisites None
 College Transfer N/A

EDU 235 School-Age Development & Program

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

Pre-requisites ENG 095
Co-requisites None
College Transfer N/A

EDU 259 Curriculum Planning

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

Pre-requisites ENG 095 and EDU 119
Co-requisites None
College Transfer N/A

EDU 271 Educational Technology

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

Pre-requisites ENG-095
Co-requisites None
College Transfer N/A

EDU 280 Language & Literacy Exp

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

Pre-requisites ENG-095
Co-requisites None
College Transfer N/A

EDU 284 Early Child Capstone Practicum

Class 1 Lab 9 Clinical 0 Work 0 Credit 4

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

Pre-requisites ENG 095, EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Co-requisites None
College Transfer N/A

ELC 111 Intro to Electricity

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics 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.

Pre-requisites None
Co-requisites None
College Transfer N/A

ELC 112 DC/AC Electricity

Class 3 Lab 6 Clinical 0 Work 0 Credit 5

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, troubleshoot, and repair DC/AC circuits.

Pre-requisites None
Co-requisites None
College Transfer N/A

ELC 113 Basic Wiring I

Class 2 Lab 6 Clinical 0 Work 0 Credit 4

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

ELC 114 Basic Wiring II

Class 2 Lab 6 Clinical 0 Work 0 Credit 4

This course provides 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.

Pre-requisites None
Co-requisites None
College Transfer N/A

ELC 117 Motors and Controls

Class 2 Lab 6 Clinical 0 Work 0 Credit 4

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

Pre-requisites None
Co-requisites None
College Transfer N/A

ELC 118 National Electrical Code

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

ELC 119 NEC Calculations

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

Pre-requisites None
Co-requisites None

College Transfer N/A

ELC 128 Intro to PLC

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer N/A

ELC 132 Electrical Drawings

Class 1 Lab 3 Clinical 0 Work 0 Credit 2

This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

Pre-requisites None

Co-requisites None

College Transfer N/A

ELC 138 DC Circuit Analysis

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, and analyze DC circuits; and properly use test equipment.

Prerequisites None

Co-requisites None

College Transfer N/A

ELC 139 AC Circuit Analysis

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.

Pre-requisites None

Co-requisites None

College Transfer N/A

ELC 215 Electrical Maintenance

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

Pre-requisites None
Co-requisites None
College Transfer None

ELN 131 Semiconductor Applications

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

Pre-requisites None
Co-requisites None
College Transfer N/A

ELN 133 Digital Electronics

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

Pre-requisites None
Co-requisites None
College Transfer N/A

ENG 075 Reading & Language Essentials

Class 5 Lab 0 Clinical 0 Work 0 Credit 5

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.

Pre-requisites READ-070
Co-requisites None
College Transfer N/A

ENG 085 Reading & Writing Foundations

Class 5 Lab 0 Clinical 0 Work 0 Credit 5

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.

Pre-requisites ENG-07

Co-requisites None

College Transfer N/A

ENG 095 Reading & Comp Strategies

Class 5 Lab 0 Clinical 0 Work 0 Credit 5

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.

Pre-requisites ENG-085

Co-requisites None

College Transfer N/A

ENG 101 Applied Communications I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

Pre-requisites ENG-095

Co-requisites None

College Transfer N/A

ENG 111 Expository Writing

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-095

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in English Composition.

This course has been approved for transfer under the ICAA as a general education course in English Composition. Line on last page needs to be removed and put here.

ENG 112 Argument-Based Research

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-111
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in English Composition.

This course has been approved for transfer under the ICAA as a general education course in English Composition.

ENG 114 Prof Research & Reporting

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-111
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in English Composition.

This course has been approved for transfer under the ICAA as a general education course in English Composition.

ENG 125 Creative Writing I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.

Pre-requisites ENG-111
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

ENG 126 Creative Writing II

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication.

Pre-requisites ENG-125
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

ENG 131 Introduction to Literature

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-111
Co-requisites ENG-112 or ENG-114
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ENG 233 Major American Writers

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-112 or ENG-114
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ENG 243 Major British Writers

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-112, ENG-113, or ENG-114
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ENG 261 World Literature I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-112 or ENG-114
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ENG 262 World Literature II

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-112 or ENG-114
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ENG 272 Southern Literature

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

Pre-requisites ENG-112 or ENG-114
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

ENG 273 African-American Literature

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-112 or ENG-114
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

ENG 274 Literature by Women

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

Pre-requisites ENG-112 or ENG-114
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

ENV 210 Management of Waste

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course examines contemporary environmental issues concerning the disposal of wastes. Topics include problems associated with the disposal of municipal solid waste, low-level radioactive waste, high-level radioactive waste, hazardous waste, and toxic materials. Upon completion, students should be able to

demonstrate an understanding of the methodologies and technologies involved in the proper handling and disposal of wastes.

Pre-requisites CHM-131, BIO-140, and BIO-140A
Co-requisites None
College Transfer N/A

ENV 214 Water Quality

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course examines the constituents of natural waters from a biological and geochemical perspective. Topics include common components of water, water sources, water law, health consequences, water treatment procedures, and the design of water treatment plants. Upon completion, students should be able to demonstrate an understanding of the biological, chemical, and geological factors affecting water quality.

Pre-requisites CHM 131, BIO 140, and BIO 140A
Co-requisites None
College Transfer N/A

ENV 218 Environmental Health

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the influence of environmental conditions on human health. Emphasis is placed on environmental contaminants and the major exposure routes of the human body. Upon completion, students should be able to examine segments of the environment, including air, water, and food, and determine how the conditions of these influence human health.

Pre-requisites BIO 111 or (BIO 140 and BIO 140A)
Co-requisites None
College Transfer N/A

ENV 222 Air Quality

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course introduces the study of air quality and air pollution. Emphasis is placed on air pollution basics, current atmospheric conditions, effects of air pollution, air quality analysis and measurement, and regulatory control of air pollution. Upon completion, students should be able to demonstrate an understanding of the environmental hazards associated with air pollution from a human health and welfare perspective.

Pre-requisites CHM 131 and (BIO 140 and BIO 140A)
Co-requisites None
College Transfer N/A

ENV 224 Land Resource Management

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course covers methods of properly managing land-based resources for maximum conservation and use. Emphasis is placed on the physical, biological, and ecological principles underlying sustainable use of soil, mineral, forest, and ground and surface water resources for current and future generations. Upon

completions, students should be able to develop conservation plans for sustainable use of major land resources.

Pre-requisites (BIO 140 and BIO 140A) or ENV 120
Co-requisites None
College Transfer N/A

ENV 226 Environmental Law

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality.

Pre-requisites BIO 140 and BIO 140A
Co-requisites None
College Transfer N/A

ENV 228 Environmental Issues

Class 1 Lab 0 Clinical 0 Work 0 Credit 1

This course provides a forum for the discussion of current environmental issues. Emphasis is placed on environmental news, regulations, accidents, and areas of controversy. Upon completion, students should be able to demonstrate an understanding of the impact of local, state, national, and global events on environmental quality.

Pre-requisites None
Co-requisites None
College Transfer N/A

ENV 236 Wetlands Science

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces wetlands delineation procedures used and approved by the US Army Corps of Engineers. Emphasis is placed on hydrology, hydrolytic vegetation, and hydric soils. Upon completion, students should be able to perform quality wetlands delineation procedures, according to local, state, federal, and regulatory protocol.

Pre-requisites BIO 140 and BIO 140A
Co-requisites None
College Transfer N/A

ENV 240 Field Sampling & Analysis

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course introduces field sampling techniques and analysis of chemicals and environmental parameters in the field as well as the laboratory. In addition, statistics, quality assurance and presentation of data will be

discussed. Upon completion, students should be able to use methodologies and technologies involved in field sampling and analysis and be able to present data appropriately.

Pre-requisites CHM 132
Co-requisites None
College Transfer N/A

ENV 250 Rural Watershed Protect

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course examines the environmental and public health impacts of animal wastes, pesticides and fertilizer contamination in rural watersheds. Emphasis is placed on contamination characterization and transport, containment and control measures, re- use, recycling and treatment of fertilizer runoff and animal wastes. Upon completion, the student should be able to demonstrate an understanding of watershed dynamics, environmental contamination and associated protection techniques.

Pre-requisites None
Co-requisites None
College Transfer N/A

ENV 255 Environmental/Public Health Pathogens

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course examines the various pathogens of humans, plants and animals from an environmental and public health perspective. Topics include pathogen identification, associated diseases and control measures. Upon completion, the student should have an understanding of the environmental and public health impact of various pathogen species and effective management and control techniques.

Pre-requisites None
Co-requisites None
College Transfer N/A

ETR 210 Introduction to Entrepreneurship

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

Pre-requisites None
Co-requisites None
College Transfer N/A

ETR 220 Innovation and Creativity

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

Pre-requisites None
Co-requisites None
College Transfer N/A

ETR 230 Entrepreneur Marketing

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

Pre-requisites None
Co-requisites None
College Transfer N/A

ETR 240 Funding for Entrepreneurs

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

Pre-requisites ACC 120
Co-requisites None
College Transfer N/A

GEO 111 World Regional Geography

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HEA 110 Personal Health/Wellness

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

HIS 111 World Civilizations I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HIS 112 World Civilizations II

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HIS 115 Intro to Global History

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HIS 131 American History I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HIS 132 American History II

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HIS 221 African-American History

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

HIS 226 The Civil War

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

HOR 112 Landscape Design I

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course covers landscape principles and practices for residential and commercial

sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

Pre-requisites None

Co-requisites None

College Transfer N/A

HOR 124 Nursery Operations

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

Pre-requisites None
Co-requisites None
College Transfer N/A

HOR 134 Greenhouse Operations

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

Pre-requisites None
Co-requisites None
College Transfer N/A

HOR 138 Greenhouse Veg Prod

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course covers the production of greenhouse vegetable crops. Emphasis is placed on controlling the greenhouse environment, production principles, insect and disease control, and harvesting and marketing the crops. Upon completion, students should be able to produce and market a greenhouse vegetable crop.

Pre-requisites None
Co-requisites None
College Transfer N/A

HOR 142 Fruit & Vegetable Productions

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.

Pre-requisites None
Co-requisites None
College Transfer N/A

HOR 160 Plant Materials I

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape

applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

Prerequisites	None
Co-requisites	None
College Transfer	N/A

HOR 162 Applied Plant Science

Class	2	Lab	2	Clinical	0	Work	0	Credit	3
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This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

Pre-requisites	None
Co-requisites	None
College Transfer	N/A

HOR 164 Horticulture Pest Management

Class	2	Lab	2	Clinical	0	Work	0	Credit	3
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This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.

Pre-requisites	None
Co-requisites	None
College Transfer	N/A

HOR 166 Soils & Fertilizers

Class	2	Lab	2	Clinical	0	Work	0	Credit	3
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This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

Pre-requisites	None
Co-requisites	None
College Transfer	N/A

HOR 168 Plant Propagation

Class	2	Lab	2	Clinical	0	Work	0	Credit	3
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This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

Pre-requisites None
Co-requisites None
College Transfer N/A

HOR 255 Interiorscapes

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course covers plant selection, design, and management for interior settings. Topics include tropical plant identification, cultural requirements, insect and disease identification and control, and design and management requirements for interior plants. Upon completion, students should be able to design, install, and manage plants in interior settings.

Pre-requisites None
Co-requisites None
College Transfer N/A

HOR 260 Plant Materials II

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

Pre-requisites None
Co-requisites None
College Transfer N/A

HUM 115 Critical Thinking

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG 095
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 120 Cultural Studies

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 122 Southern Culture

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 130 Myth in Human Culture

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAAs a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 150 American Women's Studies

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 160 Introduction to Film

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ISC 112 Industrial Safety

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

Pre-requisites None
Co-requisites None
College Transfer N/A

ISC 121 Environmental Health & Safety

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

Pre-requisites None
Co-requisites None
College Transfer N/A

MAT 050 Basic Math Skills

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MAT 060 Essential Mathematics

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

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.

Pre-requisites MAT 050
Co-requisites None
College Transfer N/A

MAT 070 Introductory Algebra

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, and 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.

Pre-requisites MAT060
Co-requisites ENG085
College Transfer N/A

MAT 080 Intermediate Algebra

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

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.

Pre-requisites MAT 060 and MAT 070
Co-requisites ENG 085
College Transfer N/A

MAT 101 Applied Mathematics I

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites MAT 060, MAT 070 or MAT 080
Co-requisites None
College Transfer N/A

MAT 110 Mathematical Measurement

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites MAT070 or MAT080
Co-requisites None
College Transfer N/A

MAT 121 Algebra/Trigonometry I

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Prerequisites MAT07 or MAT080
Co-requisites None
College Transfer N/A

MAT 140 Survey of Mathematics

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry,

topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently.

Pre-requisites MAT 070 or MAT080
 Co-requisites None
 College Transfer Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.

Under the ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.

MAT 161 College Algebra

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving 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.

Pre-requisites MAT080
 Co-requisites None

MAT 161A College Algebra Lab

MEC 172 Intro to Metallurgy

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron- carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

Pre-requisites None
 Co-requisites None
 College Transfer N/A

MED 110 Orientation to Med Assist

Class 1 Lab 0 Clinical 0 Work 0 Credit 1

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 114 Prof Interaction in Heal Care

Class 1 Lab 0 Clinical 0 Work 0 Credit 1

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 116 Introduction to A & P

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 118 Medical Law and Ethics

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 121 Medical Terminology I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 122 Medical Terminology II

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites MED-121
Co-requisites None
College Transfer N/A

MED 130Admin Office Procedures I

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 131 Admin Office Procedures II

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 134Medical Transcription

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites MED-121
Co-requisites None
College Transfer N/A

MED 138 Infection/Hazard Control

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. Topics include introduction to Microbiology, Practical Infection Control, Sterilization and Monitoring, Chemical Disinfectants, Aseptic Technique, Infectious diseases, and applicable North Carolina laws. Upon completion, students should be able to demonstrate an understanding of infectious diseases, disease transmission, infection control procedures, biohazard management, OSH standards, and applicable North Carolina laws.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED140 Exam Room Procedures I

Class 3 Lab 4 Clinical 0 Work 0 Credit 5

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 150 Laboratory Procedures I

Class 3 Lab 4 Clinical 0 Work 0 Credit 5

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.

Pre-requisites Enrollment in the Medical Assisting program
Co-requisites None
College Transfer N/A

MED 180 CPR Certification

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 183 Electronic Med Records I

Class 3 Lab 2 Clinical 3 Work 0 Credit 5

This course introduces students to the design and creation of Electronic Methods Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

Pre-requisites None
Co-requisites OST-131
College Transfer N/A

MED 250 Laboratory Procedures II

Class 3 Lab 4 Clinical 0 Work 0 Credit 5

This course is designed to expand and build on skills presented in MED 150. Emphasis is placed on increasing proficiency in laboratory skills used in the medical setting. Upon completion, students should be able to demonstrate enhanced competence in selected medical laboratory procedures.

Pre-requisites MED-150
Co-requisites None
College Transfer N/A

MED 260 MED Clinical Practicum

Class 0 Lab 0 Clinical 15 Work 0 Credit 5

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.

Pre-requisites Enrollment in the Medical Assisting program
Co-requisites None
College Transfer N/A

MED 270 Symptomatology

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 272 Drug Therapy

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MED 274 Diet Therapy/Nutrition

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

Pre-requisites None
Co-requisites None
College Transfer N/A

MKT 120 Principles of Marketing

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

MKT 123 Fundamentals of Selling

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites	None
Co-requisites	None
College Transfer	N/A

MKT 220 Advertising and Sales Promotion

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites	None
Co-requisites	None
College Transfer	N/A

MUS 110 Music Appreciation

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites	None
Co-requisites	None
College Transfer	This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

MUS 112 Introduction to Jazz

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites	None
Co-requisites	None
College Transfer	This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

MUS 113 American Music

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

MUS 131 Chorus I

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

MUS 210 History of Rock Music

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

NET 110 Networking Concepts

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, sub-netting, and TCP/IP Protocols.

Pre-requisites None
Co-requisites None
College Transfer N/A

NET 125 Networking Basics

Class 1 Lab 4 Clinical 0 Work 0 Credit 3

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, sub-netting, and TCP/IP Protocols.

Pre-requisites None
Co-requisites None
College Transfer N/A

NET 126 Routing Basics

Class 1 Lab 4 Clinical 0 Work 0 Credit 3

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

Pre-requisites NET-125
Co-requisites None
College Transfer N/A

NET 225 Routing & Switching I

Class 1 Lab 4 Clinical 0 Work 0 Credit 3

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be

able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

Pre-requisites NET-126
Co-requisites None
College Transfer N/A

NET 226 Routing and Switching II

Class 1 Lab 4 Clinical 0 Work 0 Credit 3

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

Pre-requisites NET-225
Co-requisites None
College Transfer N/A

NET 240 Network Design

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internet working devices, redundancy, and broad-band versus base- band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements.

Pre-requisites NET 110 or NET 125
Co-requisites None
College Transfer N/A

NET 289 Networking Project

Class 1 Lab 4 Clinical 0 Work 0 Credit 3

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Pre-requisites None
Co-requisites NET-226
College Transfer N/A

NOS 110 Operating Systems Concepts

including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

Pre-requisites None
Co-requisites None
College Transfer NA

NOS 120 Linux/UNIX Single User

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

Pre-requisites NOS-110
Co-requisites None
College Transfer NA

NOS 130 Windows Single User

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

Pre-requisites NOS-110
Co-requisites None
College Transfer N/A

NOS 220

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces students to a broad range of operating system concepts and hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

Pre-requisites NOS-120
Co-requisites None
College Transfer N/A

NOS 230 Windows Admin I

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment,

managing users, computers, and groups, and Managing/ Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

Pre-requisites Take NOS-130
Coorequisites None
College Transfer N/A

OST 131 Keyboarding

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

OST 134 Text Entry & Formatting

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

Pre-requisites None
Co-requisites None
College Transfer N/A

OST 136

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

Pre-requisites None
Co-requisites None
College Transfer N/A

OST 137 Office Software Applications

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None

College Transfer N/A

OST 148 Med Coding Billing & Insurance

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

Pre-requisites None

Co-requisites None

College Transfer N/A

OST 149 Medical Legal Issues

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer N/A

OST 164 Text Editing Applications

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer N/A

OST 181 Intro to Office Systems

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer N/A

OST 184 Records Management

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

OST 223 Admin Office Transcript I

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

Pre-requisites (OST 134 or OST 136) and OST-164
Co-requisites None
College Transfer N/A

OST 233 Office Publications Design

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites OST 136
Co-requisites None
College Transfer N/A

OST 236 Advance Word/Information Procedures

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

Pre-requisites OST 136
Co-requisites None
College Transfer N/A

OST 243 Med Office Simulation

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites OST-148

Co-requisites None

College Transfer N/A

OST 289 Administrative Office Management

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

Pre-requisites OST 136 and OST 164

Co-requisites None

College Transfer N/A

PCI 264 Process Control with PLCs

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

Pre-requisites None

Co-requisites None

College Transfer N/A

PED 110 Fit and Well for Life

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

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.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

PHI 210 History of Philosophy

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-111

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

PHI 240 Introduction to Ethics

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites ENG-111

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

PHY 121 Applied Physics I

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

Pre-requisites None

Co-requisites None

College Transfer N/A

POL 120 American Government

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

POL 130 State & Local Government

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

POL 210 Comparative Government

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

PSY 150 General Psychology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

PSY 241 Developmental Psych

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites PSY-150

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

RED 070 Essential Reading Skills

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080.

Pre-requisites None

Co-requisites None

College Transfer N/A

REL 110 World Religions

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

Co-requisites None
College Transfer N/A

SEC 160 Security Administration I

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

Pre-requisites One Set:
 Set 1: SEC 110 and NET 110
 Set 2: SEC 110 and NET 125

Co-requisites None
College Transfer N/A

SEC 210 Intrusion Detection

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems.

Pre-requisites SEC-160
Co-requisites None
College Transfer N/A

SEC 220 Defense-In-Depth

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces students to the concepts of defense-in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures.

Pre-requisites None
Co-requisites SEC-160
College Transfer N/A

SEC 289 Security Capstone Project

Class 1 Lab 4 Clinical 0 Work 0 Credit 3

This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.

Pre-requisites SEC-220
Co-requisites None
College Transfer N/A

SOC 210 Introduction to Sociology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SOC 213 Sociology of the Family

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SOC 220 Social Problems

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

 This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SOC 225 Social Diversity

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

 This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SPA 111 Elementary Spanish I

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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 demonstrate cultural awareness.

Pre-requisites None

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

 This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

SPA 112 Elementary Spanish II

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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 demonstrate further cultural awareness.

Pre-requisites Take SPA-111

Co-requisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

 This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

TRF 110 Intro Turf Grass Cult & ID

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course provides an in-depth study of turf grass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

Pre-requisites None
Co-requisites None
College Transfer N/A

TRF 151 Intro Landscape Design

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers the principles and practices of landscape design with application to landscape problems associated with lawn areas. Topics include site analysis, drafting techniques, cost estimating, plant selection, and presentation of plans. Upon completion, students should be able to design and install a landscape plan.

Pre-requisites None
Co-requisites None
College Transfer N/A

WEB 110 Internet/Web Fundamentals

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

Pre-requisites None
Co-requisites None
College Transfer N/A

WEB 115 Web Markup and Scripting

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, style sheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

Pre-requisites None
Co-requisites None
College Transfer N/A

WEB 120 Intro Internet Multimedia

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This is the first of two courses covering the creation of internet multimedia. Topics include internet multimedia file types, file-type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create internet multimedia presentations utilizing a variety of methods and applications.

Pre-requisites None
Co-requisites None
College Transfer N/A

WEB 140 Web Development Tools

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

Pre-requisites None
Co-requisites None
College Transfer N/A

WEB 210 Web Design

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

Pre-requisites None
Co-requisites None
College Transfer N/A

WEB 230 Implementing Web Serv

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

Pre-requisites NET 110 or NET 125
Co-requisites None
College Transfer N/A

WEB 250 Database Driven Websites

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles.

Upon completion, students should be able to design and develop database driven web applications according to industry standards.

Pre-requisites DBA-110

Co-requisites None

College Transfer N/A

WLD 110 Cutting Processes

Class 1 Lab 3 Clinical 0 Work 0 Credit 2

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.

Pre-requisites None

Co-requisites None

College Transfer N/A

WLD 115 SMAW (stick) Plate

Class 2 Lab 9 Clinical 0 Work 0 Credit 5

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.

Prerequisites None

Co-requisites None

College Transfer N/A

WLD 116 SMAW (stick) Plate/Pipe

Class 1 Lab 9 Clinical 0 Work 0 Credit 4

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.

Pre-requisites WLD-115

Co-requisites None

College Transfer N/A

WLD 121 GMAW (MIG) FCAW/Plate

Class 2 Lab 6 Clinical 0 Work 0 Credit 4

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

Pre-requisites None
Co-requisites None
College Transfer N/A

WLD 131 GTAW (TIG) Plate

Class 2 Lab 6 Clinical 0 Work 0 Credit 4

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

WLD 141 Symbols & Specifications

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

Pre-requisites None
Co-requisites None
College Transfer N/A

WLD 143 Welding Metallurgy

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

Pre-requisites None
Co-requisites None
College Transfer N/A

WLD 151 Fabrication I

Class 2 Lab 6 Clinical 0 Work 0 Credit 4

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining 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.

Pre-requisites None

Pamlico Community College Foundation, Inc.

The Foundation, established in 1985, solicits gifts and bequests to support a variety of activities at the College, such as: scholarships and loans for students; small grants for faculty projects; student, personnel, and institutional development.

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Derek Jordan.....	June 30, 2015
Steven E. Hollowell.....	June 30, 2012
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M.Ed. East Carolina University

Misty Rasmussen

Director of Planning, Research, and Effectiveness

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B.S., University of North Carolina-Wilmington
M.S., Boston University

Faculty

Ed Arnhols

Computer Information Systems Instructor

B.S., Fairleigh Dickinson University
M.S.I.T., East Carolina University
Certificate, Advanced Telecommunications Professional, Pace University
Certificate, Networking Professional, East Carolina University

Amanda Bennett

Compensatory Education Instructor

A.A. Cape Fear Community College
B.A. East Carolina University
M.Ed. East Carolina University
Certificate, Community College Instruction

Patrick Neil Callahan

Early Childhood Program Instructor

B.S., M.S., East Carolina University

John Cannan*	Electrical/Electronic Program Director/Instructor A.A.S. Pamlico Community College
Carolyn Casey	Arts and Sciences Instructor A.A., Jefferson College B.S., M.A., Southeast Missouri State University
Alfred Collins*	Masonry Instructor Certificate, Masonry, NC Department of Public Instruction Trade and Industrial Education Blueprint Reading, General Contractors License Education, Carteret Community College Effective Teacher Training in Corrections Education, Pamlico Community College
Michael Doiel	Electrical/Electronics Instructor Electrical license, State of NC Board of Examiners of Electrical Contractors
Valerie Fieber	Adult Basic Education/GED Instructor B. A., University of North Carolina-Greensboro
Debra Fulcher	Cosmetology Program Lead Instructor Certificate, Johnston Community College Certificate, Craven Community College Licensed Cosmetologist Instructor NC State Board of Cosmetic Art
Florence Giro	Adult Basic Education/GED Instructor B. A., University of Nairobi Diploma, HRD, ESAMI Management Institute of East Africa
Lea Hix	Chair of General Studies & Allied Health Environmental Science Instructor B.S. University of North Carolina – Wilmington M. Ed. National University
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Kim Hough	Adult Basic Education/ESL Instructor B.A., University of North Carolina-Chapel Hill
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Frederick F. Miller	English/Humanities Instructor B.A. Catawba College M.A. East Carolina University
Melinda Moore*	Office Administration Technology Instructor Certificate Pamlico Community College A.S., B.S., Mount Olive College
Lou Powell	Horticulture Instructor A.A.S., Lenoir Community College (2 degrees)
Michael Quinn	Carpentry Instructor B.S., University of Maine
Art Richard	Information Technology Instructor B. A., East Carolina University M.S., Marymount University
Rhonda Riddick	Cosmetology Instructor Diploma, Suffolk Beauty Academy Licensed Cosmetologist Instructor NC State Board of Cosmetic Art
Grady Simpson	Plumbing Instructor A.A.S., Martin Community College NC Plumbing License, NC Board of Plumbing and Heating Contractors A.A., Craven Community College B.S., East Carolina University M.S.A, East Carolina University
Katherine Weis	Human Resources Development/Instructor B. S., Pace University
Marc Williams	Electroneurodiagnostic Program Director/Instructor B.V.E., California State University Long Beach
Michelle Posta Willis	Chair of Off-Campus Programs/ Criminal Justice Instructor B.S., Mount Olive College M. B. A., North Central University

General Staff

Dannett D. Boyd*	Financial Aid Technician A.A.S., Pamlico Community College
Benjamin E. Casey	Director of Community Relations/Marketing B.S. Atlantic Christian College M.A.T. Duke University

Barbara Cayton*	Library Services Technology Coordinator/GED Examiner A.A.S., Pamlico Community College (2 degrees)
Eric Cedars	JobLink Director B. A., University of North Carolina-Chapel Hill M. P. A., East Carolina University
Scott Frazer	Director of Computer Services A.A.S., Mohican Community College A.A.S., Craven Community College
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Gray Gaskins*	Faculty and Curriculum Support/ Delamar Center Events Coordinator A.G.E., Certificate, Pamlico Community College
Marti Hunter	Basic Skills Director/Counselor B. S. Pennsylvania State University M. A. Ed. Western Carolina University Ed. S. Appalachian State University
Erlinda Leggett	Evening Library Services Technician/GED Examiner Diploma, Hardbarger Business College A.A.S., Craven Community College
Cristy Lewis	Counselor A.A. Pitt Community College B.S. Mount Olive College
Kathleen "Kathy" Mayo*	Distance Education Coordinator/ GroupWise Administrator A.A.S., Pamlico Community College
Melony Mills	Assessment and Retention Specialist/Recruiter B. S., Appalachian State University
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Tammy R. Spain*	Coordinator of Continuing Education Services A.A.S., Pamlico Community College
Gary Toler	Computer Technician A.A.S., Craven Community College
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Kenny Weatherington	Coordinator of Occupational Health and Emergency Services A.A., Craven Community College A.G.E., Craven Community College North Carolina State Qualified Level II Fire Service Instructor

Jo Woolard
Financial Aid Officer
A.A.S., Beaufort Community College (2 degrees)
B.S., Mount Olive College

Leigh Younce
Chair of Library Services/Cultural Enrichment Programs
B.S., East Carolina University
M.L.S., North Carolina Central University

Support Staff

Jill Fitzpatrick
Administrative Assistant to the Vice President of Student Services
B.A., Kutztown University

Susan H. Fore*
Purchasing Director/Safety Officer/ Equipment Coordinator
A.A.S., Pamlico Community College

Betty G. Hill*
Registrar
Certificate, Pamlico Community College

Electra Krelie
Library Services Administrative Assistant/Acquisitions
A.A.S., Pamlico Community College (2 degrees)

Candy Midyette
Payroll Technician/Benefits Coordinator

Michelle Noever
Executive Administrative Assistant to the President and Board of Trustees
Certificate, Kilgore Community College

Sherry Raby
Controller
B. S., Park College
M. B. A., Campbell University

Elizabeth Simpson*
Accounting Technician
Certificate, Mount Olive College
Certificate, Pamlico Community College

Emily Stancil
Administrative Assistant, Corrections Education Program
B.S., Winston-Salem State University

Rhonda Tillman*
Cashier/Bookstore Manager
Certificate, Pamlico Community College

Maintenance Staff

Bruce Lupton
Maintenance/Custodian Supervisor

David Hall*
Maintenance
A.A.S., Pamlico Community College

Herman Turnage
Maintenance

Edward McNally
Custodian

Shirley Styron

Custodian

Delores Wannamaker

Custodian

*Pamlico Community College graduate

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