

COLLEGE CATALOG & STUDENT HANDBOOK 2025-2026



PAMLICO
COMMUNITY COLLEGE

About Pamlico Community College

Table of Contents

.....	1	Programs, Degrees, Diplomas, and Certificates	59
Accreditation	1	2025-2026 Academic Programs	59
Message from the President	2	2025-2026 Program Descriptions.....	120
About Pamlico Community College	3	Career and College Promise	120
History	3	Pamlico Correctional Institution	134
The College Catalog	4	2025-2026 Course Descriptions	154
College Open Door Policy	4	2025-2026 Academic Calendar	281
Non-Discrimination.....	5	Board of Trustees	294
Public Affairs Office	5	Pamlico Community College Foundation, Inc.	294
Institutional Effectiveness.....	5	Employee Directory	295
NCCCS Performance Measures Report 2023-2024	6		
Admissions	7		
General Admissions Procedures.....	7		
Developmental English & Math Basic Information	8		
Developmental English & Math Crosswalk 2025	9		
North Carolina Career and College Promise Program	13		
Financial Aid	15		
Application for Title IV Federal Financial Aid.....	16		
Transfer Students	17		
Federal Pell Grant.....	17		
Federal Supplemental Educational Opportunity Grant (FSEOG).....	17		
Federal Work Study (FWS)	18		
Child Care Funds	18		
Foundation Scholarships	18		
Disbursement of Awards.....	18		
Payment Schedule	19		
Scholarships.....	20		
Veterans Affairs.....	22		
Tuition.....	24		
Tuition 2025-2026	24		
College Fees 2025-2026.....	24		
Textbooks and Supplies	24		
PCC Bookstore.....	24		
Graduation Expenses	24		
Non-Sufficient Funds (NSF) Check Policy.....	24		
Refund Policy.....	24		
100% Tuition Refund	25		
75% Tuition Refund	25		
Other Fees	25		
Advising	26		
Withdrawals	27		
College/University Transfer Options.....	27		
Student Services	30		
Career Services	30		
Counseling Services	30		
Student Records	30		
Rights of Parents and Student to Review and Inspect Records	30		
Transcript Requests	31		
Student Activities	31		
Student Government Association	31		
Student Ambassador Program	32		
Phi Theta Kappa	32		
Graduation.....	32		
Library Services	33		
Library Cards	34		
Academic Information.....	35		
Orientation.....	35		
College Attendance Policy	36		
Academic Dishonesty	37		
Dropping/Adding Courses and Withdrawals.....	38		
Grades	38		
Campus Procedures and Regulations	40		
Sexual Misconduct - Sexual Harassment.....	40		
Sexual Harassment.....	40		
Student ID	41		
Inclement Weather Plan	41		
College Closures.....	41		
Student Rights and Responsibilities	42		
Change of Address.....	42		
Student Conduct.....	42		
Academic Integrity	44		
Student Appeals and Grievances Policy	45		
How to Read Course Descriptions	50		
Distance Learning.....	50		
Instructional Services.....	52		
Programs of Study	56		

About Pamlico Community College



Founded in 1962

Pamlico Community College is an Institution of Higher Education established by authority of the North Carolina General Assembly and supported by Pamlico County

Pamlico Community College

5049 NC Hwy 306 South

Grantsboro, NC 28529

252-249-1851

pamlicocc.edu

Accreditation

Pamlico Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Pamlico Community College may also offer credentials such as certificates and diplomas at approved degree levels.

Questions about the accreditation of Pamlico Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website <https://sacscoc.org/>

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be directed to the appropriate institution office and not to the Commission's office.

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 reserves the right, at any time, to request the student withdraw when it considers such action to be in the best interest of the College.

Pamlico Community College is approved for the training of veterans and eligible dependents and is a member institution of the North Carolina Community College System.

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

CAAHEP is located at:

9355 – 113th St. N. #7709

Seminole, FL 33775

Telephone Number: 727-210-2350

About Pamlico Community College

Message from the President



Good day to all!

Let me be among the first to welcome you to Pamlico Community College, the place where you can learn, grow, and thrive as a global citizen! We are dedicated to equipping you with the skills and attributes you need to support yourself, your family, your friends, and the communities where you live and engage.

As PCC's President, it is my pleasure to extend an open invitation to visit our campus, give us a call, or send an email anytime, we are always here to serve you and our wonderful community. If you stop by campus, please stop by my office to chat, my door is open. At PCC, we offer an exciting variety of programs with even more opportunities just around the corner. Whether your passion is mastering a trade like welding or electrical work, we've got you covered! Dreaming of launching your own business and exploring effective strategies through our business programs? We've got you covered! Curious about environmental science and eager to learn more about the world around you? Again, we've got you covered! Our variety of curriculum includes numerous programs and a wide array of continuing education courses such as construction trades, safety training, multiple medical programs, and much more. If there's a program you're interested in but don't see listed, just reach out, and together we'll explore the possibilities!

Excitingly, PCC is now stepping confidently into the future by embracing cutting-edge technologies like AI, 3D printing, virtual and augmented reality, and beyond. We recognize that today's learners require flexibility, so we proudly offer seated courses, online classes, and hybrid formats. Many of our programs can even be completed entirely online, allowing you to tailor your educational experience to your unique needs.

In more thrilling news, we're exploring innovative methods and fresh approaches to education itself. Education is a powerful and invaluable resource that significantly expands the opportunities available to each of us. This is why, as an educational institution, we continuously seek new modalities to make learning accessible, effective, and enjoyable for everyone. After all, education becomes truly exciting once you discover its potential! Imagine a future where classes connect students from around the globe, bringing worldly perspectives and shared enthusiasm into every lesson.

Thank you for choosing Pamlico Community College, we can't wait to embark on this educational journey with you. Together, let's learn, innovate, grow new muscles, and make a difference! Welcome to the adventure of education,

Sincerely,



Zac Schnell
President

About Pamlico Community College

About Pamlico Community College

Mission

Consistent with the North Carolina Community College System, the mission of the college is to open the door to high quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals.

Mission Statement

The mission of Pamlico Community College is to provide accessible and affordable quality education, workforce training, and lifelong learning opportunities through quality teaching, and supporting and working in partnership with the communities served by the College. Reviewed by PCC Board of Trustees on Jan. 24, 2023.

History

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 in 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. Pamlico Technical Institute received its charter by authority of the General Assembly of the State of North Carolina in 1971. In 1977, Pamlico Technical Institute received its initial accreditation by the Southern Association of Colleges and Schools. In 1979, legislation was passed that allowed a name change from "technical institute" to "technical college." Consequently, in 1979 Pamlico Technical Institute became 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 Kearny, Jr. in 1988.

The Delamar Center was dedicated on campus in 2008, added by third President, Dr. F. Marion Altman, Jr. He also initiated the development of a facility in Bayboro built to house the Small Business Center, Career Center,

and the Cosmetology program while offering space for Collaborative High School 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. During his tenure, the College continued to grow in enrollment, academic programs, and external funding. In 2016, the Board of Trustees selected Dr. James Ross as the fifth President to lead the College.



Landmark Dates

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.

Pamlico Technical Institute

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.
1971 - The institute is chartered by the authority of the General Assembly of the State of North Carolina.
1976 - PTI moves to its new campus on NC Highway 306 South, Grantsboro, NC to accommodate its growing services to the community.

Pamlico Technical College

1977 - Initial accreditation by the Southern Association of Colleges and Schools is granted.
1979 - Legislation was passed that allowed a name change from "technical institute" to "technical college." Pamlico Technical Institute becomes Pamlico Technical College
1982 - Pamlico Technical College is reaccredited for 10 years. New programs and faculty sought to meet ongoing needs.

Pamlico Community College

1985 - A contract with East Carolina University expands education opportunities for students and enables transfer to senior colleges and universities.
1987 - Pamlico Technical College becomes Pamlico Community College.
1988 - President Johnson retires after 25 years and Dr. E. Douglas Kearney, Jr. is hired as the second President.
1992 - PCC is reaffirmed for 10 more years. New programs and faculty continue to be added to meet changing needs.
1997 - The North Carolina Community College System

About Pamlico Community College

converts to the semester system to align with the University of North Carolina System.

1997 - Ground-breaking for the new multipurpose building was August 22, 1997.

1999 - A 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 the 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.

2002 - PCC is reaffirmed for 10 more years. New programs and faculty continue to be added to meet changing needs.

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

2013 - PCC is reaffirmed for 10 more years. New programs and faculty continue to be added to meet changing needs.

2016 - Dr. James Ross is hired as the fifth President of Pamlico Community College.

2017 - Named to the prestigious Aspen Institute Top 150 best community colleges in the United States and became eligible to compete for the 2019 Aspen Prize for Community College Excellence.

2017 - PCC launched an innovative Human Services Technology (HST) associate degree program at Pamlico Correctional Institution in Bayboro designed to reduce recidivism among participants. The program was the first of its kind in North Carolina.

2018 - four Environmental Science Technology students, along with their instructor, participated in a Study Abroad to the Philippines. The monthlong trip was the first of its kind in college history.

2018 - Joined the regional Pirate Promise co- admission initiative with East Carolina University. The program ensured full-time students who complete an associate degree at Pamlico Community College would be able to transfer seamlessly to ECU.

2020 - Rated America's No. 1 community college in Educational Outcomes for students by WalletHub and repeated this ranking in 2022.

2020 - In response to the global COVID-19 pandemic, the college moved all instruction online in March 2020. The college hosted unique drive-thru Commencement ceremonies in 2020 and 2021.

2021 - The college opened the Ernestine R. Mattocks Center of Excellence in Bayboro. The building, which primarily serves high school juniors and seniors enrolled in the college's Career & College Promise program, replaced a structure destroyed by Hurricane Florence in 2018.

2022 - Renovations, which began in 2020, were

completed to the Johnson Building, the college's first campus building. Renovations included the addition of a STEM wing.

2023 - the college is reaffirmed for accreditation for 10 years by the Southern Association of Colleges and Schools Commission on Colleges.

2023 - Pamlico receives a \$20 million appropriation from the N.C. General Assembly to build an Allied Health Center in Bayboro.

2023 - President James Ross retires.

2025 - longtime Environmental Science Technology Instructor Zac Schnell is named the college's sixth president.

The College Catalog

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 continuous, neither is 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 judgement, such changes are in the best interests of the students and the College. All program revisions are effective upon publication of a supplement or a 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 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.

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 "total education" programs designed to offer opportunities for adult citizens to earn a better living and to live a better life.

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

The College operates through an open-door admissions policy, which provides that any applicant who wants and

About Pamlico Community College

needs more education, regardless of his/her educational background, can attend – the College is open. Admissions refusal may be implemented for safety reasons.

Non-Discrimination

Pamlico Community College does not discriminate in its education programs, activities, admission, or employment on the basis of age, color, disability, national origin, race, religion, sex, or sexual orientation.

Title IX and US Department of Education regulations require that the College not discriminate on the basis of sex. For information about Title IX for employees, contact Mrs. Lee Tillman, HR Director/Vice President of Financial Services at ltillman@pamlicocc.edu or 252- 249-1851 extension 3003. For section 504 information and Title IX for students, contact Mr. Jamie Gibbs, Vice President of Student Services at jgibbs@pamlicocc.edu or 252-249-1851 extension 3021.

Public Affairs Office

The Office of Public Affairs is responsible for college publicity including internal and external communications, increasing public awareness of the College and its programs. The Director of Public Affairs develops and manages the marketing, branding, and advertising plan each year, designs and produces all internal and external communication products, manages the college's website, and serves as the college contact for the community.

Institutional Effectiveness

The Office of Institutional Effectiveness is part of the Instructional Services division and includes institutional effectiveness and the Liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC),

The purpose of the Office of Institutional Effectiveness is to document that the college is achieving its mission and goals and continuously improving its programs and services.

All activities related to effectiveness are coordinated under the direction of the Director of Institutional Effectiveness.

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

Under the direction of the Office of Institutional Effectiveness, a broad-based comprehensive planning process defines institutional goals which reflect the mission of the College.

An institutional effectiveness plan is developed annually and updated with the assistance of the College's

Institutional Effectiveness Committee, in conjunction with North Carolina Community College System's guidelines, and in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria.

About Pamlico Community College

NCCCS Performance Measures Report 2023-2024

Pamlico Community College Performance Summary

The Performance Measures for Student Success Report is published by the North Carolina Community College System office annually. The annual performance report is based on data compiled during the previous year. Baseline levels are set two standard deviations below the system's average index score and excellence levels are set one standard deviation above the system's average index scores. The average band is within 0.5 standard deviations above or below the average index score.

In the 2024 report, Pamlico Community College performed within the average band in three measures, while four measures were below the average band, but still above the baseline level.

Met or Exceeded Excellence Level		BASIC SKILLS PROGRESS	CREDIT ENGLISH SUCCESS	CREDIT MATH SUCCESS	FIRST-YEAR PROGRESSION	CURRICULUM COMPLETION RATE	LICENSURE PASS RATE INDEX	TRANSFER PERFORMANCE
Above Avg Band, Below Excellence								
Within Average Band								
Below Avg Band, Above Baseline Level								
Below Baseline Level								
System Excellence Level		1.216	1.174	1.204	1.063	1.094	1.073	1.031
Average Band Max		1.104	1.099	1.114	1.036	1.048	1.029	1.012
System Mean		0.992	1.025	1.024	1.009	1.002	0.985	0.993
Average Band Min		0.880	0.950	0.934	0.981	0.956	0.942	0.974
System Baseline		0.543	0.727	0.665	0.899	0.817	0.811	0.917
PAMLICO COMMUNITY COLLEGE								
2024	Index Score	1.00	0.875	0.892	0.980	0.896	0.962	1.001
	Success Rate	43.3%	49%	42%	71%	53%	0.962	89.7%
HISTORIC SUCCESS RATES								
2023		39%	55%	57%	64%	60%	0.711	68.40%
2022		21%	69%	58%	58%	63%	0.939	79.30%
2021		40%	54%	48%	61%	56%	0.32	100%
2020		66%	51%	40%	69%	60%	0.7	71%
2019		59%	48%	52%	75%	58%	0.58	69%

Description of Terms

Basic Skills Progress. Index score based on the percentage of Basic Skills periods of participation (POP) with a measurable skill gain (MSG).

Credit English Success. Index score based on the percentage of first-time fall associate degree seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within three years.

Credit Math Success. Index score based on the percentage of first-time fall associate degree seeking and transfer pathway students passing a credit-bearing Math course with a "C" or better within three years.

First Year Progression. Index score based on the percentage of first-time fall credential-seeking curriculum students graduated prior to or enrolled in postsecondary education the subsequent fall semester.

Curriculum Completion Rate. Index score based on the percentage of first-time fall credential-seeking curriculum students who graduate, transfer, or are enrolled during the fourth academic year with 42 successfully completed non-developmental hours.

Licensure Pass Rate. Index score based on the percentage of first-time test-takers passing licensure and certification exams. Exams included in this measure are state-manned exams which candidates must pass before becoming active practitioners.

Transfer Performance. Index score based on the percentage of community college students (Associate Degree completers and those who have completed 30 or more articulated transfer credits) transferring at a four-year university or college during the fall semester who remain enrolled at any four-year university or college the subsequent fall semester or graduate prior to.

Source

NCCCS Performance Measures for Student Success

Admissions

Admissions

General Admissions Procedures

Pamlico Community College operates under an open-door policy for applicants who are high school graduates and whose admission eligibility conforms to North Carolina law and North Carolina Community College System directives. This minimum requirement is met by graduation from high school or by possession of a state High School Equivalency Credential (GED or HiSet) or an Adult High School Diploma. Current high school students can enroll through the NC Career and College Promise program; see section on North Carolina Career and College Promise.

An acceptance letter is emailed to all applicants informing them that the application has been received and of their acceptance to the college. A checklist is included advising the student what additional information is needed to make his/her student file complete.

Some degree programs have specific requirements for admission.

Pre-Admission Counseling

Many applicants will have identified their preferred academic programs before applying for admission. To support this decision-making process, pre-admission counseling is available and focuses on aligning the students' educational and career goals.

Applicants may request an interview with a counselor before or after submitting their application. These interviews can be conducted in person, by phone, or through other virtual platforms as needed. During the session, the Counselor may consider the applicant's high school transcript, personal experiences, interests, and other relevant information.

Admission Process

Residency Determination

Each prospective student must complete the [North Carolina Residency Determination Service \(RDS\) online application](#). This is used to determine whether a student qualifies for in-state or out-of-state tuition as defined by Session Law 2013-360. Upon completion of the RDS application, students receive a personal Residency Certification Number (RCN). Students should retain this number for their records. Admissions specialists are available to assist each student with ensuring they receive an accurate residency determination or applicable waiver.

Application

Prospective students should complete a

Pamlico Community College application online at the [College Foundation of North Carolina website](#). View the ["How to Create Your CFNC Account" video](#).

Former Pamlico Community College students who were previously enrolled but have not attended the College for one year or more may be required to complete a new residency and admissions application. Former Pamlico Community College students should contact Admissions before completing a new application. Submitting your application early is recommended to allow adequate time for processing.

Questions regarding the admissions or application process can be answered by submitting them through one of the following methods:

Email - studentservices@pamlicocc.edu
Mail - Attn: Student Services, PO Box 185.
Grantsboro, NC 28529
Phone - 252-249-1851 extension 3025

*Important Note: Student Email

Each student taking significant steps to enroll at the College receives a student Outlook email account, the college's official means for contacting students.

Information about this email is included in the congratulatory email sent to each qualifying applicant. Additional information critical to student success, financial aid, and academic standing is communicated through student email accounts. Students are responsible for regularly checking this email.

High School, Homeschool, and High School Equivalent Transcripts

An official High School or High School equivalent transcript from an accredited institution recognized by the Department of Education is required for each prospective student.

The transcript must show the official graduation or High School Equivalent certification date. In addition to the official transcript, graduates of a homeschool within the state of North Carolina must submit a copy of the homeschool's approved registration form.

HSE transcript requests may be made by requesting your transcript online at the [HSE website](#). The requirement to provide a High School transcript or High School Equivalent certificate may be waived if an applicant has an Associate degree or higher verified by an official transcript.

Please note: Official High School transcripts are those received by mail, by email sent directly from a High School Representative (cannot be forwarded), or hand delivered to Pamlico Community College.

Admissions

Hand delivered and mailed transcripts must be in the original, sealed envelope from the awarding institution.

Electronic high school transcripts should be sent to transcripts@pamlicooc.edu by a school official of the awarding school, through an official system such as Parchment®, E-Script®, or Scribbles®, or through the CFNC (College Foundation of North Carolina) if the prospective student graduated from a public North Carolina High School.

College Transcripts

Prospective students must submit an official copy of transcripts from all previous post-secondary institutions if they are using VA educational benefits or wish to receive transfer credit. Only completed college courses with a grade of "C" (2.0) or higher will be eligible for transfer consideration. Please mail all official college transcripts to the Registrar's Office.

Transfer applicants who have attended foreign institutions must submit their transcripts to a credential evaluation agency that is a member of the National Association of Credential Evaluation Services (NACES) for translation and a course-by-course evaluation. The evaluation agency must send an official transcript evaluation in English to the College. See a list of NACES member agencies.

Please note: Official college transcripts must also meet certain criteria. Hand delivered and mailed transcripts must be in the original sealed envelope from the awarding institution. Please have electronic transcripts sent to transcripts@pamlicooc.edu. Transcripts submitted by email must be sent using an official system such as Parchment®, E-Script®, or Scribbles®.

***Faxed transcripts are not accepted as official.**

Placement Testing

Some students may be required to take the College Placement Test prior to registering for courses. The Placement Test assesses students' readiness for college-level courses by evaluating their reading, writing, and mathematics skills. The College Placement Test is computerized. Students may retake the test only once and only with permission from an Academic Advisor.

Students with documented disabilities may make special arrangements to take the test by contacting the ADA Coordinator.

Placement tests may be waived based upon various qualifying scores, such as unweighted high school GPA, High School Equivalent score, SAT, ACT, or College transfer credit.

Developmental English & Math Basic Information General Knowledge

Developmental English

- ENG 8025 (ENG 025): College English Skills
 - o Class hours: 3 and Credits: 3 (3 0 3)
 - o Tied to ENG 111

Developmental Math

- MAT 7025 (MAT 025): Concepts of Essential Math & Statistics
 - o Class hours: 3 and Credits: 3 (3 0 3)
 - o Tied to MAT 110, 143, & 152
- MAT 7035 (MAT 035): Concepts of Algebra
 - o Class hours: 3 and Credits: 3 (3 0 3)
 - o Tied to MAT 121 & 171

Developmental Grades

- Letter grades given. The grade of D will not be considered as a passing grade.

Notes:

- Developmental courses will be offered through Continuing Education at no cost to the students.
- Developmental courses carry **no course credit value** and do not count towards graduation requirements (needed to reach courses that do).
- RISE will be replaced at the beginning of the **Fall 2025 Semester**.

English Pre-Requisite Model

HS GPA: 2.8 or greater: No ENG 8025 required.

HS GPA: 2.8 or greater	
First Semester	Second Semester
ENG 111	ENG 112

HS GPA: 2.79 or less	
First Semester	Second Semester
ENG 8025	ENG 111

Math Pre-Requisite Model

Note: MAT 7025 is not the pre-requisite of MAT 7035

HS GPA: 2.8 or greater: No MAT 7025 or 7035 required

Admissions

HS GPA: 2.8 or greater	
First Semester	
Take any math course listed: MAT 110, 121, 143, 152, or 171	
HS GPA: 2.79 or less	
First Semester	Second Semester
MAT 7025	MAT 110, 143 or 152
MAT 7035	MAT 121 or 171

Developmental English & Math Crosswalk 2025

Terminology

Gateway course:

- English: ENG 111
- Math: MAT 110, 143, 152 & 171

Developmental (prerequisite) course:

- ENG 8025 (ENG 025): College English Skills
 - o Tied to ENG 111
- MAT 7025 (MAT 025): Concepts of Essential Math/Statistics
 - o Tied to MAT 110, 143 & 152
- MAT 7035 (MAT 035): Concepts of Algebra
 - o Tied to MAT 171

Grading: A, B or C are considered passing. The grade of D is not acceptable.

Developmental courses carry **no course credit value** and do not count towards graduation requirements (needed to reach courses that do).

Placement

HS GPA is the first placement measure. A GPA of 2.8 or higher is the standard.

Other placement measures:

- SAT, ACT, GED, HiSET, RISE Placement Test scores, and previous DRE/DMA work
- Earned Associate Degree or higher (Bachelors/Masters/PhD) exempts the student from developmental courses.

New Student Orientation

Applicants seeking to earn a certificate, diploma, or associate degree should complete new student orientation. During orientation, new students learn valuable information about Pamlico CC and the resources available to assist them in reaching their goals. Students will acquire tips to help them succeed in college and information to assist them with the advising and registration process.

Academic Advising

Students must meet with an advisor to discuss their personal and professional goals and to develop an academic plan. Walk-in service is available as well as face-to-face and virtual appointments. Students should consult regularly with their advisor to review and update their goals and academic plan.

ACA Course Substitution/Waiver

Substitution:

Completion, with a grade of "C" or better, of a comparable contact hour (or more) course with similar competencies from a regionally accredited institution.

Prior completion of an Associate's degree or Bachelor's degree from a regionally accredited institution.

Waiver:

Prior completion of 50% or more of the program's credit hours transferred in from a regionally accredited institution. The hours must be made up with an elective. Hours cannot be from Pamlico Community College.

***ACA 122 cannot be waived for an Associate in Arts or Associate in Science degree.**

Credit for Prior Learning

The College recognizes that students may request work-based learning course credit for prior learning using apprenticeships, state or industry-recognized credentials/continuing education to curriculum credit, courses listed in high school to community college articulation agreements, military education and training, standardized examinations and challenge examinations consistent with College policy and State Board of Community College code 1D SBCCC 800.2.

Students who wish to receive credit for prior learning must consult with their Academic Advisor. Such requests will be evaluated on a case-by-case basis.

To ensure optimum management and student opportunities, students must follow the procedures below to request a prior learning assessment (PLA):

The student must be admitted as a full-time or part-time student at the College and meet all requirements for the

Admissions

program in which course credit for prior learning is being sought.

The student must submit an application to the College for prior learning credit through their Academic Advisor and provide any documentation that supports their application.

The student must submit supporting documentation, including current certifications and/or licensures, military documents, apprenticeship information, or college-level coursework completed at area high schools.

The Academic Advisor will evaluate the student's knowledge, skills, and experience in the program field to determine if the student should be considered for PLA credit.

Experiences must be approved by the student's program of study department chair and the Vice President of Instructional Services.

Upon completion of evaluations, the Academic Advisor will inform the student of recommendations for the award of credit or coursework needed.

The approved credit recommendation should be submitted to the Registrar.

All documentation of the PLA process, including evaluation results, must be maintained in the student's file.

Academic departments determine the specific procedures they utilize to grant course credit, course waivers, or prerequisite overrides and determine the scores or outcomes required for such consideration.

Processes for Awarding Credit for Prior Learning

The student may be awarded credit for prior learning in one or more of the following categories:

Apprenticeships

PCC shall award CPL based on statewide articulation as approved by the Curriculum Course Review Committee for related instruction provided by external entities for registered apprenticeship programs. All apprenticeships must be approved and registered with the North Carolina State Apprenticeship Agency through ApprenticeshipNC.

PCC, the participating employer, and the North Carolina Community College System shall cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction.

Upon successful completion of a registered apprenticeship, the individual will receive work-based learning course credit.

State or Industry Recognized Credentials

Students seeking CPL via industry-recognized and/or state-regulated credentials will complete a request form for a prior learning assessment, attach supporting documentation that substantiates credential attainment, and submit it to the designated college official or office for consideration. Designated faculty/staff should review the request form and the supporting documentation to determine whether the student is eligible to receive academic credit.

Students are responsible for providing evidence of their valid (non-expired) certification(s) which must have been issued within five (5) years prior to their request for articulated credit. Students must be enrolled in the associated program to receive course credit.

Credit Through High School to Community College Articulation Agreements

North Carolina Department of Public Instruction high school courses that are listed in the High School to Community College Articulation Agreement are eligible for Combined Course Library curriculum course credit.

The statewide agreement lists specific high school Career and Technical Education (CTE) courses that match the knowledge and skills taught in similar community college courses.

Students demonstrating proficiency in the high school course may receive credit at any NCCCS college, provided the student:

- Earned a grade of B or higher in the high school course
- Obtained score of 93 or higher on the standardized CTE post-assessment
- Enrolled in college within two years of high school graduation, and,
- Submits official high school transcript and CTE post-assessment scores

Military Education and Training

Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency.

The NCCCS and the University of North Carolina System Office (UNCSO) have jointly evaluated and determined college credits for military occupations and courses. Students seeking CPL

for military experience must first complete all college admissions requirements. The Director of Financial Aid reviews the current UNCCO/NCCCS military credit crosswalk to determine the CPL award.

Admissions

Standardized Examinations

The College may award CPL credit for the following standardized examinations:
College Board Advanced Placement Program (AP): College course credit will be granted to students who pass the AP examinations with a score of three or higher.

Cambridge Assessment International Education: College course credit will be granted to students who score a grade of e/E or better based on the AS and A Level exam(s) taken.

College-Level Examination Program (CLEP): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education.

DANTES Subject Standardized Tests: College course credit will be granted to students who score at or above the credit-granting score recommended by the American Council on Education.

International Baccalaureate Diploma Programme: College course credit will be granted to students who earn a grade of 70% or higher in courses taken from a recognized international institution, validated by a US credentialing agency.

Challenge/Proficiency Exams

CPL may be awarded through examinations created and administered by academic units that offer the course. The examination is constructed to allow the student to demonstrate mastery of the learning outcomes of the course.

To earn credit by proficiency examination the student must:

A student must meet all pre-requisite requirements before they are eligible to take the challenge/proficiency examination for a course.

The student must register for the course, and pay appropriate tuition and fees as required.

Limitations on Students Eligible to Take Challenge Exams/Proficiency

A student may not take a challenge exam/proficiency if he or she has already earned a grade for the course. A challenge exam/proficiency may not be used to supersede a grade a student already earned in the applicable course.

A student may only attempt a challenge exam/proficiency once.

Challenge/Proficiency Exams must be taken and graded by the first week the course is offered but no later than the course census. Individuals who are unsuccessful may choose to stay enrolled in the course to earn course credit.

For students enrolled in the course, successful challenge/proficiency examination completion may result in the student falling below full-time student status which could negatively impact their financial aid status; therefore, students should consult with their Academic Advisors beforehand to discuss various options.

As defined in the State Board of Community Colleges Code, developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge exams/proficiency.

The grade of Credit by Examination (CE) is the official grade used by the instructor to report successful completion of a proficiency examination. To earn credit by examination, a student must achieve a score of C or better on the examination. A course in which the grade of CE is earned is not included in the calculation of the student's grade point average. A grade of CE will make the student ineligible to receive financial aid for that course.

Credit Through Portfolio Assessment

The College does not currently offer CPL through Portfolio Assessments.

Public Safety Training (PST) Prefix Courses

The College does not currently offer CPL through Public Safety Training (PST) Prefix Courses.

Credit for Prior Learning Appeal

Students may appeal a CPL decision made by the Vice President of Instructional Services within fifteen (15) working days. According to Board Policy 2.90, the appeal for reconsideration should be made to the Vice President of Student Services and must:

Identify those portions of the CPL decision being appealed and specify the desired CPL award.

Include additional information and documentation to support the review of the appeal by the Vice President of Instructional Services.

The Vice President of Student Services will review the appeal and consult with appropriate College subject matter experts. The Vice President of Student Services will notify the student in writing of the appeal decision within ten (10) working days from the appeal submission date. If the matter cannot be resolved through the informal process, the Vice President of Student Services may refer the appeal to the Services for Students Committee.

The Services for Students Committee will convene within 2-5 business days after receiving the notice of appeal. The outcome of any grievance presented to the Services for Students Committee will be determined by a majority vote of the committee members, who will then decide and notify the student accordingly.

Admissions

Admissions Classifications

New and Returning Students: Students who have completed all admissions requirements and are enrolled in a Program of Study.

Provisional Students: Students who have not completed all admissions requirements may be admitted and enrolled for one semester with permission of the Vice President of Student Services. Provisional students will be allowed to register for subsequent semesters only upon completion of admissions requirements.

Special Credit/Visiting Students:

Students not seeking a degree, diploma, or certificate may be admitted and enrolled as Special Credit/Visiting Students. These students must complete the residency determination interview process, an application for admission, and provide evidence of prerequisite satisfaction through either official or unofficial transcripts.

Special Credit Students are students who are often enrolled for the purpose of gaining special skills or for personal enrichment. The prerequisite requirements must have been successfully completed at their institution with a grade of C or better.

Special credit students pay the same fees as regular students and receive grades for all course work.

Special credit students are not eligible to receive any Title IV funding or VA benefits unless the student has a Consortium Agreement in place with the Financial Aid Director of Pamlico Community College and their home college.

A Special Credit/Visiting Student wishing to be reclassified as a Regular Student must complete all admissions requirements as indicated for New and Returning Student.

Visiting Students are students enrolled at other institutions. They will be enrolled for the purpose of transferring courses to their current college or university.

Full-time Student

A student who is registered for 12 or more semester hours of credit.

Part-time Student

A student who is registered for fewer than 12 semester hours of credit.

Non-High School Graduates

It is the practice of Pamlico Community College to encourage individuals to complete high school, if

eligible, or a high school equivalency (e.g., GED, HiSET, TASC), which can be achieved through enrolling in the college Basic Skills/Adult Basic Education/High School Equivalency program.

Students under the age of 18 will need to receive permission from the local educational agency (LEA) to enroll as documented by the following:

Notarized release from the LEA

Notarized parental release to participate in an Adult Education program

Students over the age of 18 should contact the college to enroll.

Readmission of Curriculum Students

Students re-entering Pamlico Community College after two or more semesters out of school must complete a new admissions application and follow regular registration procedures. If the student is out of school as a result of disciplinary action, he/she must 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.

Students seeking to change their major must initiate this process by completing the [Change of information Form on the college website](#). Upon completing this process, the new program advisor will be assigned.

Students changing their major should understand that it will impact their catalog of record and may impact their financial aid eligibility. A student's GPA is cumulative, i.e., a new major will reflect the previous major's grades. Both the student and the advisor are responsible for monitoring the student's progress toward graduation.

Curriculum Transfer Students

Students who wish to transfer to Pamlico Community College should follow the same procedures as outlined in the Admission Process. In addition, students should have official transcripts of all post-secondary credits previously earned sent to the college. 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.

Associate degree programs require a total of 64-76 semester hours and 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 12-22 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.

Admissions

Any credit earned with a grade of "C" or higher at a regionally 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" or lower. Pamlico Community College does not accept developmental courses from out- of-state institutions. The curriculum department chair ultimately determines the acceptance of any courses 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 to determine transferability. If requested by the student's advisor, a catalog or course descriptions from institutions previously attended must be provided by the student.

As part of the evaluation of transfer credits or experiential learning, students may be required to take a proficiency examination in a specific course or courses before completing registration. Students desiring to transfer between programs may receive credit for all applicable courses with a passing grade as verified by transcript of the student's permanent record. Evaluation of transcripts is conducted by faculty advisors with final approval from the Vice President of Instructional Services. Some courses, however, are not approved for credit by examination. The appropriate program chair makes the determination if 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.

Admission Refusal

Pamlico Community College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or others when there is an articulable, imminent, and significant threat to the applicant or others. When refusing admission because of a safety threat, the College shall document the following:

Detailed facts supporting the rationale for denying admission

The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period.

The conditions upon which the applicant that is refused would be eligible to be admitted.

Those denied admission may appeal the decision to the Vice President of Student Services.

Residency Status

North Carolina Statute (GS 116-143.1) 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 an active- duty member of the Armed Forces or a dependent relative of such a member.

The legal resident limitation with respect to tuition, set forth in GS 116-143.1 and GS 116-143.3, 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 defined in GS 116-143.3, 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 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 Clarification 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, upon request, for inspection in Student Services.

North Carolina Career and College Promise Program

College Credit for Traditional and Non-traditional (Private/Home-Based) High School Students

The North Carolina Career and College Promise (CCP) initiative gives high school students a tuition- free jump-start on their college and career plans.

This program provides structured opportunities for eligible public, private, and home-schooled students to pursue opportunities that lead to college certificates, diplomas, or degrees while learning entry- level job skills.

Career-Technical Education Pathway

High school students interested in earning credits toward a certificate, diploma, or state/industry- recognized workforce credential are encouraged to take advantage of the CCP program's Career-Technical Education (CTE) pathways.

Certificates in the CTE pathway lead to the completion of 12-30 credit hours, depending on the chosen program. Generally, 30 semester hours are equal to 8- 10 college courses, depending on the credit hours required for specific courses.

Admissions

Credentials earned through CTE pathways can be used for entry-level job opportunities and applicable internships in the certified field.

Enrollment Requirements

To be eligible for enrollment in a Career-Technical Education Pathway, high school students must meet the following criteria:

Be a second semester high school freshman
OR a sophomore, junior, or senior, **AND**
Have an unweighted GPA of 2.8 or higher on high school courses **OR**
If GPA is between 2.0 – 2.8: Have the recommendation of the high school counselor and high school principal.

To maintain eligibility for continued enrollment, a student must:

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

Career-Technical Education Pathways include:

Business Administration
Cosmetology
Criminal Justice Technology
Early Childhood Education
Electrical Systems Technology
Environmental Science Technology
Esthetics
Human Services Technology
Medical Assisting
Welding Technology

College Transfer Pathway

Eligible high school juniors and seniors may enroll in a College Transfer Pathway at Pamlico Community College and complete some of the universal general education transfer core classes required during the first two years of a four-year degree.

The College Transfer Pathway leads to the completion of 30 plus semester hours of college transfer courses, including courses in English and math. Generally, 30 semester hours are equal to 8- 10 college courses, depending on the credit hours required for specific courses.

Academic credits earned through the CCP College Transfer Pathways allow students who continue into post-secondary education after high school to complete college degrees in less time.

Enrollment Requirements

To be eligible for enrollment in the College Transfer Pathway, high school students must meet the following criteria:

Be a high school junior or senior, and
Have an unweighted GPA of 2.8 or higher on high school courses, **OR**
If GPA is between 2.0 – 2.8: Demonstrate college readiness on an assessment or placement test (PSAT, SAT, ACT, Pre-ACT, or Accuplacer) by meeting or exceeding specific test scores in English, reading, and math.

To maintain eligibility for continued enrollment, a student must:

Continue to make progress toward high school graduation, and
Maintain a 2.0 GPA in college coursework after completing 2 courses.

Upon completion of the College Transfer Pathway, a student may continue to earn college transfer credits leading to the completion of the applicable Associate Degree while enrolled in high school.

College Transfer Pathways include:

Arts College Transfer Pathway
Science College Transfer Pathway

Financial Aid, Scholarships, and Military Benefits

Financial Aid

Student Financial Aid Consumer Information

Information about financial assistance and other data required by the US Department of Education is available in this publication. Additional information is available in the Student Services division, 101 Johnson Building.

The average rate of persistence toward degree completion of students at Pamlico Community College is available in Student Services.

Financial Aid, Scholarships, and Veterans Affairs

Financial aid offers an opportunity for students to demonstrate a need to obtain financial assistance with their education goals. It is administered through the financial aid office located in Student Services and offers a comprehensive program of financial assistance including grants, scholarships, work-study, childcare, and veteran's benefits to assist with tuition, fees, books, and other educational related expenses.

Awards are made based on the eligibility guidelines for the program being awarded. 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.

Need-based programs use the information obtained from the student's Free Application for Federal Student Aid (FAFSA). The financial aid office works in conjunction with the business office to serve students' financial needs.

Title IV Financial Aid Programs Eligibility Requirements

To receive federal financial aid and maintain eligibility after aid has been awarded, students must meet the following criteria:

Apply for admission to Pamlico Community College and have ALL admissions requirements met.

Have an official high school diploma, high school equivalency diploma, or transcript on file with the Admissions Office.

Be a US Citizen or be able to provide proof of being an eligible non-citizen.

Have a valid Social Security Number

Qualify for financial assistance by completing the FAFSA each academic year.

Maintain Satisfactory Academic Progress (SAP), which includes requires a 2.0 or higher cumulative GPA and

pass rate of 67%. of all courses evaluated after EVERY semester by the financial aid office. Progress is reviewed by the Financial Aid Office after every semester. Maintain Satisfactory Academic Progress (SAP) which includes a 2.0 or higher cumulative GPA and pass rate of 67% of all courses evaluated after EVERY semester by the financial aid office.

Not be in default on a National Direct Student Loan, Guaranteed Student Loan, or PLUS Loan.

Not owe an overpayment to any Federal Student Aid program.

Be enrolled in an eligible degree program.

Have no felony drug convictions that occurred during a period of receiving federal student aid.

Have a Lifetime Eligibility Used (LEU) of less than 600%, which is equivalent to six full-time years of federal Pell Grant funding. To check your status, visit www.nsls.ed.gov.

Need

Most federal student aid is awarded based on financial need. Need is calculated by subtracting the amount a student and/or their family is expected to contribute, which is determined by the student's SAI (Student Aid Index), from the total cost of attendance. The cost of attendance includes expenses such as tuition, fees, room and board, books, supplies, and other related costs.

Dependency Status

Students must determine whose information to report on the FAFSA. Independent students are required to report their own income and asset information, along with that of their spouse if married. Dependent students must report their own financial information as well as their parents' income and assets.

Independent Student

A student who qualifies as an independent student under section 480(d) of the HEA is a student who satisfies one of the following criteria:

Is 24 years of age or older by December 31 of the award year.

Is a veteran of the US Armed Forces (as defined in subsection (c)(1)) or is currently serving on active duty in the Armed Forces for purposes other than training.

Is a graduate or professional student.

Is married.

Have legal dependents other than a spouse (i.e., a child).

It has been verified during the academic year that the application is submitted as either an unaccompanied youth who is homeless, or is unaccompanied, at risk of homelessness, and self-supporting.

It has been or is currently in foster care.

Is an orphan, legally emancipated, or under legal

Financial Aid, Scholarships, and Military Benefits

guardianship of someone other than the biological parent.

Is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

NOTE: If you do not meet any of the criteria for independent status, you are considered a dependent student and must include your parents' information on the FAFSA application.

Application for Title IV Federal Financial Aid

Prospective students must apply for federal aid by completing the Free Application for Federal Student Aid (FAFSA), available online or as a hard copy upon request. Below are the steps for completing the FAFSA:

Obtain a Federal Student Aid ID online at studentaid.gov/fsa-id/sign-in/landing. The FSA ID will allow you and your parents (if dependent) to electronically sign your FAFSA.

Complete the FAFSA application via one of three ways:
Login to studentaid.gov/h/apply-for-aid/fafsa to apply online (Recommended)

Complete a downloaded PDF FAFSA (Must be mailed to CPS for processing)

Request a paper FAFSA by calling 1- 800-433-3242 or, if hearing impaired, 1- 800- 730-8913.

After submitting your FAFSA, the federal processor will mail or email your Student Aid Report (SAR) to you at the address or email that you listed on your FAFSA. Once you are accepted, the Financial Aid Office will use your Student Aid Report (SAR) data to determine your financial aid eligibility.

Be sure to include Pamlico Community College's school code 007031 on your FAFSA

Students must complete a FAFSA each academic year

Federal Deadline for Processing

FAFSA information, along with any required non-federal forms or supporting documents, must be received by the Federal Processing Center (CPS) no later than June 30 of the current academic year. Students are strongly encouraged to apply as early as possible.

Pamlico Community College Deadline for Processing

June 1 of each year is the priority deadline to ensure financial aid is in place for the Fall semester. Submit your

completed FAFSA form online or mail a paper copy to:

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

If corrections or additions are needed, they must be made on Part 2 of the Student Aid Report (SAR), and the applicant must sign the certification section on the back of Part 2. The completed form should be mailed to:

Federal Student Aid Programs
PO Box 7021
Lawrence, KS 66044-7023

To find out more about federal student aid, visit the [US Department of Education](https://www.ed.gov) website.

Federal Student Aid Contact Information

There may be times when questions arise about the FSA ID, the FAFSA, or other federal student aid matters where the answer is needed immediately. In such cases, the student can generate an online chart or call the Federal Student Aid Center at 1-800-433-3243.

The Information Center provides services in the following areas:

Help in completing or correcting a FAFSA application.
Checking the status of an application.
Explaining eligibility requirements.
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 federal aid program requirements.

Changing the college listed on the Student Aid Report.

Financial Aid Enrollment Classification

For all semesters of enrollment (fall, spring, and summer), full-time enrollment for financial aid purposes is defined as 12 or more credit hours in one declared major. Students enrolled in fewer than 12 credit hours in one major will have their financial aid prorated.

NOTE: Students enrolled in fewer than 6 credit hours in one major per semester may qualify for only a small amount of Pell Grant—or none at all—depending on their Student Aid Index (SAI). Additionally, students taking less than 6 credit hours are not eligible for certain state and federal grants.

Financial Aid, Scholarships, and Military Benefits

Non-Credit Courses

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

Repeated Coursework

A student may repeat a course to improve a grade, however, if a passing grade was earned, that course is not eligible for financial aid after the first additional attempt. The highest grade will be used in computing the GPA. Each attempt impacts a student's Satisfactory Academic Progress for federal financial aid purposes.

Simultaneous Enrollment (Consortium Agreement)

Occasionally, a student may wish to enroll simultaneously at Pamlico Community College and another college and combine credit hours from both institutions for financial aid purposes. While you cannot receive financial aid directly from both schools, it is possible to receive aid under these circumstances if specific requirements are met:

Courses taken at other institutions must be required for your Pamlico Community College degree program and must be transferable to PCC.

Submit a copy of your registration receipt as proof of payment for the course at the host institution, along with your class schedule, to the Financial Aid Office. The office will then contact the host college to verify your enrollment and attendance.

Transfer Students

Transfer students who have a current-year Federal Pell grant must either edit their FAFSA and add Pamlico Community College's school code (007031) or contact the Federal Processing Center (1-800-433-3243) and have the school code added. Transfer students who are receiving other types of financial aid should check with the Financial Aid Office regarding eligibility for these funds at Pamlico Community College.

Return of Funds & Repayment Policy

When a student recipient of Federal funds, State Grant funds, or Foundation Scholarship funds drops or withdraws from their courses at Pamlico Community College prior to the 60% point of an academic period, the institution will determine whether and to what extent the student received overpayment from such funds.

Overpayment funds owed back to the institution will be billed to the student. Overpayment funds reimbursed to the institution by the student will be credited to the

specific program from which they were originally allocated.

Financial Aid Pell Recalculation

In accordance with Federal and State regulations, Pamlico Community College establishes a Pell Recalculation Date (PRD) each semester after the add/drop period to determine a student's enrollment status for disbursing Federal, State, and college aid.

Financial aid is processed towards courses required for the student's program of study and enrollment is finalized by the registrar's census date. Credit hours will not change after the Pell Recalculation Date. Students must be registered for all courses before the Pell Recalculation Date to receive Federal Pell Grant for that class.

Financial aid award amounts associated with B-Term classes will not be disbursed until attendance is confirmed in those classes. Students should plan accordingly regarding financial aid refunds when enrolled in classes that start after the start of the term.

This policy applies to all students receiving Title IV financial aid for purposes of Satisfactory Academic Progress (SAP), and it is also used to determine enrollment status (full-time, part-time, etc.) for students receiving Title IV Pell grants and some state aid programs.

Determination Procedures by Program William D. Ford Loan Program

Pamlico Community College does not participate in the William D. Ford Loan Program.

Federal Pell Grant

The U.S. Department of Education awards Federal Pell Grants, which serve as the cornerstone of student financial aid and can be supplemented by additional funding sources. Eligibility is determined through a formula set by Congress that evaluates a student's family financial situation. This formula generates a Student Aid Index (SAI), which schools use to calculate the Pell Grant amount. Award amounts are set annually by the Department of Education. Students may only receive Pell Grant funds from one institution at a time.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to undergraduate students who demonstrate exceptional financial need, specifically those with the lowest Student Aid Index (SAI). Applicants must qualify for the Federal Pell grant to be eligible for this program.

Financial Aid, Scholarships, and Military Benefits

Funding for this program is limited.

Next NC Scholarship (NCNBG)

Students must be North Carolina residents, be enrolled at least part-time (6 credit hours), be enrolled in an eligible program of study, meet Satisfactory Academic Progress requirements, and meet the Federal Pell Grant eligibility requirements. Annual awards will be given based on the student's established need and enrollment status. The grant does not have to be repaid. These funds are contingent upon the North Carolina General Assembly.

Federal Work Study (FWS)

The Federal Work Study (FWS) program provides part-time, federally funded employment for eligible students demonstrating financial need and enrolled in at least six credit hours. The number of hours a student can work depends on the amount awarded for the academic year. Typical job assignments include clerical and office support, lab assistance, library support, childcare assistance, and tutoring. Students must submit a monthly timesheet signed by their supervisor, and pay is based on hours worked during the previous month. Work study checks are issued by the Business Office on the last working day of each month. Applications for Federal Work Study are available through Student Services.

Child Care Funds

Child-care funds are state mandated funds used to assist students with child-care costs while attending school.

Students must be enrolled in at least 6 credit hours and maintain Satisfactory Academic Progress. Students are also required to maintain satisfactory attendance in all courses. Students must first apply for child-care assistance through their local Department of Social Services (DSS) and show proof of DSS assistance or denial. Applications for child-care assistance are located in Student Services. These funds are contingent upon the NC General Assembly.

Foundation Scholarships

Each year, scholarships are awarded to students who are currently enrolled or planning to enroll in a curriculum program. The Pamlico Community College Services for Students Committee reviews all submitted applications and selects recipients based on the specific criteria of each scholarship. Students are highly encouraged to apply, as scholarships can help reduce the financial burden of education. Awards are made in August for the upcoming academic year, contingent upon available funding. To be considered, students must complete the FAFSA and submit a scholarship application to the Financial Aid Office. Additionally, proof of high school graduation or high school equivalency must be on file before the application can be reviewed.

Workforce Innovations and Opportunity Act (WIOA)

The Workforce Innovations and Opportunity Act helps Dislocated Workers and Low-Income Adults re-entering the workforce or becoming self-sufficient either by institutional training or on the job training. The program provides financial assistance for tuition, books, and other training related costs. Students must meet eligibility requirements.

Vocational Rehabilitation

By act of Congress, any physically handicapped student may be eligible for scholarship assistance. Application for this scholarship aid should be processed through the local Vocational Rehabilitation Office.

North Carolina National Guard Tuition Assistance Program

Active North Carolina National Guard members who have completed at least one year of satisfactory service in the North Carolina National Guard and have a minimum of two years remaining as a member of the Guard from the end of the academic period for which tuition assistance is requested, may be eligible for tuition assistance.

People desiring information or applications for this assistance should contact the Office of the Adjutant General, PO Box 2628, Raleigh, NC 27611 or call 1-800-621-4136.

***All awards are subject to the availability of funding from the appropriate agencies and the laws and regulations which govern these programs and thus are subject to change.**

Notification of Offer

Once Pamlico Community College has received all required documentation and determined a student's financial aid eligibility, an offer letter may be mailed to the student's current address on file or accessed through Student Self-Service. If the student has applied for additional sources of aid and all necessary steps have been completed, they will be notified of any additional awards, subject to the availability of funds.

Disbursement of Awards

All financial aid refunds owed to the student are issued by check and mailed to the address on record. Disbursement dates can be found by viewing the Important Dates section on the Pamlico Community College website or by contacting the Financial Aid Office directly.

Financial Aid, Scholarships, and Military Benefits

Payment Schedule

Federal Pell Grant and FSEOG payments are processed after the 10% point but before the 60% point of each semester. The exact disbursement date depends on the receipt of federal funds and the Pamlico Community College academic calendar. Other financial aid awards are disbursed as funds become available.

Academic Requirements for Satisfactory Progress to Maintain Financial Aid

Federal regulations require PCC to define a minimum standard of Satisfactory Academic Progress (SAP) which students must meet in order to receive Title IV funds. Title IV funding includes Federal Pell Grant, Federal SEOG, and Federal Work Study. These standards also apply to all students receiving financial aid assistance from any federal, state, or local grant or scholarship unless the satisfactory academic progress policy set forth within the guidelines of the award is at a higher required standard than required by federal regulations.

Satisfactory Academic Progress (SAP) is evaluated once per semester for all students receiving financial aid.

Students who do not meet Pamlico Community College's established SAP standards will be placed on warning for one term only. If the student fails to meet SAP requirements by the end of the warning term, their financial aid will be suspended. Students whose aid is suspended have the right to submit an appeal for reconsideration.

Audit ("AU") and Never Attended ("NP") grades are not counted as attempted coursework and are excluded from GPA and completion rate calculations.

Students are not eligible to receive financial aid for courses they audit or for which they are marked as no-shows.

Credit by Examination ("CE") is not included in a student's enrollment status when determining financial aid eligibility. However, the attempted and completed credits from "CE" are counted toward all components of the quantitative Satisfactory Academic Progress (SAP) standards.

Returning Pamlico Community College students will have their cumulative GPAs carried forward, and their attempted versus completed credit hours will be evaluated based on the Satisfactory Academic Progress (SAP) guidelines. SAP is cumulative and includes all periods of enrollment at Pamlico Community College, regardless of whether the student received financial aid, including credits earned through the Career and College Promise (CCP) program.

Transfer credit hours and accepted grades from other institutions are included in the Satisfactory Academic Progress (SAP) evaluation, particularly in determining compliance with the maximum timeframe requirement.

Written notification of a student's "warning" or "suspension" status, as well as the outcome of any appeal, will be issued by the Director of Financial Aid. Notifications are primarily delivered through email and/or posted to the student's Self-Service account.

Measuring Satisfactory Academic Progress (SAP)

To maintain Satisfactory Academic Progress (SAP), students must meet both qualitative and quantitative standards. The qualitative standard requires a minimum cumulative GPA of 2.0. The quantitative standard requires students to successfully complete at least 67% of all attempted coursework. Attempted coursework includes withdrawals, automatic withdrawals, incompletes, and repeated courses. Developmental coursework is also included in the quantitative calculation, up to a maximum of 30 hours. Co-requisite courses are considered developmental and are included in this limit.

Students must complete their degree requirements within a maximum timeframe of 150% of the published program length for full-time enrollment. For example, a student enrolled in a college transfer program must complete their degree by the time they have attempted 96 credit hours (64 credit hours × 150%). This total includes all coursework attempted at Pamlico Community College, as well as any transfer credits accepted from other institutions.

Financial Aid Probation – Unsatisfactory Academic Progress

Students who were previously meeting Satisfactory Academic Progress (SAP) but fall below the required standards are placed on Financial Aid Warning and are considered to be making unsatisfactory academic progress. These students may continue to receive financial aid for one additional semester. If SAP requirements are not met by the end of the warning semester, financial aid will be suspended until the student either meets the standards or successfully appeals the suspension.

To regain Satisfactory Academic Progress (SAP), a student must meet the minimum required standards during the warning period—a 2.0 cumulative GPA and a 67% completion rate. If the student meets these standards by the end of the warning semester, the warning status will be lifted. If the student fails to return to Satisfactory SAP standing, they will automatically be placed on financial aid suspension.

Students placed on financial aid suspension may submit an appeal if they have extenuating

Financial Aid, Scholarships, and Military Benefits

circumstances that impacted their academic performance. Students must submit supporting documentation with their appeal to verify and explain the extenuating circumstances that affected their academic progress.

Satisfactory Academic Progress Appeal Process

Students may appeal their financial aid suspension for not maintaining a cumulative GPA of 2.0 or for failing to complete 67% of attempted coursework if they experienced one or more of the following extenuating circumstances:

Injury, extended illness, or hospitalization of the student.
Extended illness of an immediate family member which results in greater family responsibilities for the student.
Death of an immediate family member.
Undue hardship.
Significant personal circumstances beyond the students' control that adversely impacted their academic performance.

All appeals must be submitted using the official SAP Appeal Form and must include appropriate supporting documentation, along with an academic plan developed in collaboration with the student's academic advisor to support future academic success.

Appeals are reviewed on a case-by-case basis and must be submitted before the Financial Aid Census date of the semester in which the student seeks reinstatement of aid. Students will be notified of the appeal decision—approval or denial—within ten business days of submitting a complete appeal package to the Director of Financial Aid.

If the appeal is approved, the student will be placed on Academic Probation and must earn a grade of "C" or better in all courses during the probationary period.

Failure to meet this requirement will result in termination of the student's financial aid eligibility.

Procedures for Reinstatement

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

By approval through the appeal process.
By enrolling at the College for subsequent academic semesters at the student's own expense, completing the semester(s) necessary to return to Satisfactory progress as defined in the "Measuring Satisfactory Academic Progress" section.

NOTE: Retroactive (previous semester) payments of financial aid for semesters when students were ineligible are prohibited by federal regulations.

Maximum Timeframe to Receive Degree

Students are expected to complete their degree or program within 150% of the published program length. For example, if a program requires 68 credit hours, a student may attempt up to 102 credit hours (68×1.5) before being required to complete the program. All coursework attempted at Pamlico Community College, along with any accepted transfer credits, will be included in the 150% calculation. Students who exceed the maximum timeframe will no longer be eligible for financial aid unless they submit a successful appeal.

When a student changes their program of study, the maximum timeframe for the new program applies. All previously attempted credit hours from prior programs will be included in the attempted hours for the new program. However, if the student has graduated from the previous program, only the courses required for the new program will count toward the 150% maximum timeframe.

Academic Definitions

Academic Year	24 semester credits & 32 weeks of instruction
Highest Educational Program Offered	Associate Degree
Academic Calendar	Semester Hours
Semester Full-Time Status	12 credit hours
Semester	16 weeks
Cosmetology Diploma	1664 Clock Hours
Cosmetology Certificate	1216 Clock Hours
Esthetics Instructor	672 Clock Hours
Esthetics Technology	640 Clock Hours

Awards are paid by semester terms except for Cosmetology and Esthetics which are paid by the completion of clock hours earned and weeks attended.

Former Pamlico Community College Students

Students who have previously attended Pamlico Community College must meet Satisfactory Academic Progress (SAP) requirements to be eligible for federal student aid. In addition, students will be monitored for their Lifetime Eligibility Used (LEU) credits, which include federal aid received at all previously attended postsecondary institutions.

Scholarships

Scholarship recipients are selected by the Pamlico Community College Services for Students Committee, which reviews applications and makes selections based on

Financial Aid, Scholarships, and Military Benefits

the specific criteria of each scholarship. Selections are made without regard to race, sex, color, creed, sexual orientation, religion, age, national origin, or disability. Scholarships are available to both full-time and part-time curriculum students, as well as continuing education students enrolled in workforce development, career training, trades, occupational, and similar programs. All awards are contingent upon the availability of funds.

Pamlico Community College Foundation Curriculum Scholarships and Continuing Education Scholarships

Recipients of these awards must demonstrate good academic standing with a minimum 2.5 GPA, have limited financial aid from other sources, and show evidence of community involvement. Awardees are encouraged to participate in Pamlico Community College campus activities and fundraising events.

Pamlico Community College Foundation also awards several continuing education scholarships. (Vocational/Technical/Workforce education classes).

Ned E. Delamar Endowment Scholarship

This scholarship was endowed by the estate of a former State legislator and county resident. Up to two students are awarded annually.

Geraldine M. Beveridge Endowment Scholarship

This scholarship was made possible by a generous donation from the late Geraldine Mayo Beveridge, a Pamlico County native and former educator.

Trollinger Scholarship for Health Sciences

The scholarship is awarded annually to academically worthy students accepted to PCC to pursue an accredited associate degree in Medical Assisting. A goal of transferring to a four-year college or university is preferred but not required.

Paul H. Johnson GED Scholarship

This scholarship was established in honor of the college's founding president. The recipient of this award must be a GED or other High School Equivalency (HSE) graduate and enrolled in a full-time curriculum program. A related program, the Next Step award, offers a voucher for one curriculum or continuing education class to GED/HSE graduates.

Student Ambassador Program Scholarship

The Student Ambassador Scholarship is a merit scholarship and is one of PCC's most competitive offers. It is designed to enhance budding leadership skills.

Assistance with events and other activities is required. The application includes an essay and interview. Up to two students are awarded annually.

Pamlico Proud Career and College Promise (CCP) Scholarship

This scholarship awards a generous two-year scholarship to a high school senior enrolling in PCC after attending through the CCP program while in high school. The scholarship is made possible by a grant from the North Carolina Community Foundation through the Margaret Rawls Stancil endowment.

Dr. Robert Ross Memorial Veteran's Endowment Scholarship

The late Dr. Robert "Bobby" Ross Devoted the last days of his career to working with the veteran population. This scholarship is awarded to an eligible full or half-time curriculum student who is either an honorably discharged veteran, or the spouse, child, or grandchild of an honorable discharged veteran.

William Henry Vogelsang Memorial Veteran's Endowment Scholarship

Made possible by a generous gift from the North Carolina Coastal Veterans' Foundation, this scholarship is awarded annually to one eligible full or half-time curriculum student and one eligible vocational (continuing education) student. Veterans or the child, grandchild, or spouse of veterans are given preference. Awardees must be residents of Pamlico, Craven, Carteret, Jones, or Onslow County. Mr. Vogelsang was a Purple Heart recipient.

Rotary of Oriental Transfer Scholarship

This scholarship is funded by a generous annual gift from Rotary of Oriental. It is awarded to a current PCC graduate transferring to a four-year institution.

Cleve H. Cox Memorial Scholarship

This merit scholarship was endowed from the estate of the late Dr. Cleve H. Cox, a former PCC president. The chosen recipient will have a demonstrated record of volunteer service or other community involvement and is expected to participate in at least one Foundation fundraising event.

Margaret R. Stancil Scholarship

This scholarship was made possible by a generous donation from the late Margaret Rawls Stancil, a Pamlico

Financial Aid, Scholarships, and Military Benefits

County native and former educator. The recipient must be a second-year Associate in Arts student and Pamlico County native.

Daniels/Holton/Muse Scholarship

Established in memory of a former student and two former trustees, this scholarship is available to full or part-time students.

Rufus Brinson Memorial Scholarship

Established in memory of a late PCC program director and firefighting instructor, this scholarship is awarded to a first responder or dependent taking either a curriculum or continuing education class.

Wells Fargo Scholarship

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

Thomas E. Minges Memorial Scholarship

This scholarship fund was established by the Minges Bottling Group, the bottlers of Pepsi, to further academic achievement in community college in its distribution region. Up to two students are awarded annually.

Oriental Rotary Scholarship

The Oriental Rotary Club sponsors scholarships for full-time students who are NC residents with a 2.0 GPA or higher and who demonstrate financial need. Participation in PCC and community activities, including an Oriental Rotary Club fundraising event is required. The Oriental Rotary Club funds up to two scholarships annually.

State Employee's Credit Union "People Helping People" Scholarship

The SECU Foundation established this two-year scholarship program for each of the 58 North Carolina community colleges. Preference is given to students whose parents or guardians and/or other family members are public sector employees who live and work in North Carolina. Up to two students are awarded annually.

SECU Foundation also awards several continuing education scholarships.

Golden LEAF Scholars Program

The Golden LEAF Foundation's mission is to increase economic opportunities in North Carolina's rural and tobacco-dependent communities.

The Golden LEAF Foundation also awards several continuing education scholarships.

Other Scholarship Opportunities

Mount Vernon Lodge #359 Masonic Scholarship
Honoring Brother Douglas Taylor
Beveridge and Mayo Memorial Scholarship
(awarded by Pamlico County High School)

Veterans Affairs

The Veterans Administration (VA) provides educational benefits to veterans who have been honorably discharged or discharged under conditions other than dishonorable from any branch of the U.S. Armed Forces. For more information about available benefits, please visit the Department of Veterans Affairs (DVA) website.

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 with the Department of Veterans Affairs (DVA) once their files are complete and all required documentation has been received. For Chapter 33 or Chapter 31 students, a Certificate of Eligibility must be submitted by the first day of classes for the initial term of enrollment. The approved program of study must align exactly with the curriculum outlined in the College catalog.

Covered individuals under Chapter 33 and Chapter 31 are not required to have an alternative payment method in place before starting classes, as long as their Certificate of Eligibility is on file. These students will not be penalized by being removed from classes or denied access to any on- or off-campus resources due to delays in VA fund disbursement, and no late fees will be charged to their student account balances. However, if there are any portions of tuition, fees, or books and supplies not covered by the VA education benefits, the College reserves the right to recover the outstanding amount from the student.

Standards of Progress, Attendance, and Conduct for Students Receiving VA Education Benefits

Public Law 93-508 mandates that each educational institution approved to provide veterans with educational benefits (GI Bill®) must establish written policies outlining expectations for veterans in terms of academic progress, class attendance, and conduct. The following are the established standards:

Academic Progress

Students receiving VA Education Benefits must maintain a cumulative GPA of at least 2.0 and a completion rate of at least 67%. Failure to do so will result in probation for the following term of enrollment. If the student is not able to

Financial Aid, Scholarships, and Military Benefits

bringing up their GPA or completion rate to the minimum requirements by the end of the probationary term, VA Education Benefits will be terminated. Benefits can only be reinstated once the student regains satisfactory academic progress.

Attendance

Classroom attendance requirements apply equally to both veterans and non-veterans. Policies regarding class attendance are outlined in the college catalog and student handbook. Veterans receiving educational benefits who are dropped from a class due to insufficient attendance may have their benefits terminated. Failure to notify the veterans' coordinator of any changes in class schedules, including class hours, may result in an overpayment of education benefits and create a financial obligation for the student.

Conduct

Student conduct requirements are the same for both veterans and non-veterans. Policies regarding student conduct are outlined in the college catalog and student handbook.

Types of Education Assistance for Veterans

Montgomery GI Bill® (Chapter 30)

Eligibility for basic educational assistance can be established by individuals who first became members of the Armed Forces or first entered on active duty as a member of the Armed Forces after June 30, 1985.

Vocational Rehabilitation (Chapter 31)

The purpose of this program is to provide eligible veterans with compensable service-connected disabilities all services and assistance necessary to enable them to achieve maximum independence, to become employable, and to obtain and maintain suitable employment. Basic entitlement and necessity for training and rehabilitation are determined by the Department of Veterans Affairs.

The Vocational Rehabilitation Department Regional Office in Winston-Salem, NC notifies the veterans and the college regarding approval for training.

Post 9/11 GI Bill® (Chapter 33)

This program provides VA Education Benefits to eligible veterans for services that were performed after September 10, 2001. Members must have served at least 90 aggregate days on active duty. However, individuals honorably discharged for a service-connected disability who served 30 continuous days after September 10,

2001, may also establish eligibility.

Survivor's and Dependents' Educational Assistance (Chapter 35)

This program assists dependents and the spouse of a veteran who died of a service-connected disability or who has a service-connected total permanent disability. The child or spouse of a person who is on active duty as a member of the US Armed Forces and who is now, and, for a period of 90 days, has been listed by the Secretary as missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign power should be eligible for these benefits.

Tuition Assistance

Individuals hoping to use Tuition Assistance will contact their ESO, military counselor, or Service to request funding to enroll in courses that lead to a degree. The service members will provide their service with the course name(s) and credit hours to obtain a voucher for the course tuition prior to enrolling in the course(s) themselves. The TA recipient will submit the voucher to the VACO for record maintenance. Once the voucher is received, the VACO will confirm with the student's academic advisor that the course(s) can be added to the student schedule. The VACO will also distribute the voucher to the appropriate parties so no tuition charges will have to be paid by the student prior to the start of the course. Please note that this benefit only pays the tuition portion of the course, so the service member will still be responsible for the course fees. Currently, fees do not exceed \$21.25 for one semester, but failure to remit payment for fees will result in a hold on the student account that will prevent the student from being registered for future terms.

Students receiving tuition assistance must comply with all rules governed by the military. Any monies received by the student will be returned if PCC identifies that an eligible tuition assistance student has stopped attending a class(es). Once this is determined, the Business Office will immediately return any unearned tuition assistance funds on a proportional basis through at least the 60 percent point of the semester. After the 60 percent point, no funds are required to be returned. In the instance a service member stops attending due to a military service obligation, PCC works with the student to identify a solution that will not result in a student debt for the returned portion. If the student has any charges at PCC as a result of not complying with the requirements of the tuition assistance program, they will become the sole responsibility of the student.

Tuition and Fees – Business Office

Tuition

Tuition and additional or special college fees that apply to in-state and out-of-state students are subject to change. A payment plan is available for students which offer flexible payment options each semester. The College provides financial aid and scholarship opportunities for students who qualify.

Tuition 2025-2026

In-State(per semester hour)	\$76.00
Maximum In-State Tuition	\$1,216.00
Out-of-State (per semester hour)	\$268.00
Maximum Out-of-State Tuition	\$4,288.00

College Fees 2025-2026

Student Activity Fee (full-time)	\$20.00
Student Activity Fee (9-11 hrs.)	\$7.50
Student Activity Fee (6-8 hrs.)	\$5.65
Student Activity Fee (up to 5 hrs.)	\$3.75
Student Technology Fee	\$40.00
Student Insurance Fee (Curriculum)	\$1.25
Student Insurance Fee (Con Ed)	\$5.55
Clinical Malpractice Insurance	\$13.00
Transcript Fee (each)	\$5.00
OSHA Certificate Fee	\$10.00
WorkKeys/CRC Assessments	\$30-\$45
CPR Card (Issuance only)	\$5.00
Returned Check Fee	\$25.00
Library Fines	
Per day for overdue books and DVDs (max \$10)	\$1.10
Printing/copying per page (B&W only)	\$1.10
Replacement ID/library card	\$5.00
Lost or damaged items (+ \$10 replacement fee)	\$1.10

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. Credit and debit cards are accepted.

Students may also elect to sign up for a payment plan through a third-party vendor by accessing the [“Paying for College”](#) link on the college’s website and selecting “PCC Tuition Payment Plan” to enroll.

No books will be sold on credit unless the Business Office has official authorization to bill a third party (i.e., 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 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.

Textbooks and Supplies

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

Full-time students may expect to pay between \$200 and \$600 per semester. Students may purchase textbooks through the College bookstore, from other students, private bookstores, or other college bookstores as long as they meet the requirements of the instructor. There is no refund or re-purchase of textbooks obtained from the College bookstore unless the class is cancelled, and the book is not damaged.

PCC Bookstore

The PCC bookstore is located in Room 171 of the Johnson Bldg. on the main campus. In addition to college textbooks, the bookstore offers basic school supplies and branded clothing.

The PCC Book Store accepts most major credit cards, cash, checks, and money orders. It is also possible to purchase and arrange shipment of books by phoning the bookstore staff at 252-249-1851 x3006. For more information, visit the [PCC Bookstore online](#).

Graduation Expenses

There are no graduation fees. Caps and gowns, which students ordered at the specified time before graduation, usually cost up to \$30 and are ordered through the provider’s website in the spring.

Student Accident Insurance Information

Information is available in Student Services.

Non-Sufficient Funds (NSF) Check Policy

It is the policy of Pamlico Community College that any individual writing an NSF check to the College will be liable for the amount of the check plus a \$25 NSF fee. Any individual not redeeming the NSF check within 10 calendar days or upon agreement with the Controller (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 instructor, advisor, or Student Services. The Business Office will make the allowable refund only after written request is received from Student Services.

Tuition and Fees – Business Office

100% Tuition Refund

A tuition refund of 100% will be made only under the following condition: A pre-registered curriculum student officially withdraws from any or all courses prior to the first day of the College's 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 enrolled hours were reduced to less than 16.

75% Tuition Refund

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 course(s) 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(es) 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 the start of the semester, the same provisions set forth above apply. For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date.

Other Fees

There is no refund for activity fees, insurance or technology fees, or, once ordered, cap and gowns. (Exception: a refund of student fees 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 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 here.

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

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

Advising

Advising Services

Academic advising services provide an environment that promotes student development and success by:

encouraging the development of academic, career, and personal goals.

educating students on the College's academic requirements, policies, and procedures; and promoting student involvement in curricular and co-curricular engagement at the College.

The advising process is a collaborative process between faculty advisors and students designed to give students clarity on their academic direction and educational goals.

The intent of this relationship is to guide students through the development of educational goals that align with their personal interests, skills, and abilities and to provide students with layers of comprehensive support. Every new student will be assigned to a faculty advisor.

Academic Load

Students enrolled for 12 or more semester hours are designated as full-time students. A normal full-time load is 16-18 semester hours. Students wishing to enroll for more than 18 semester hours must have the written approval of his/her advisor and the Vice President of Instructional Services. Determining factors include the student's overall academic and attendance record. A student whose GPA falls below 2.0 will be placed on academic warning and 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.

Course Overload Request

With the approval of the faculty advisor, a student who has earned a cumulative average of 3.0 in all work may enroll in more than 18 hours of course credit during the fall and spring semesters.

Prerequisites

Certain courses require a grade of C in the prerequisite course to maintain course registration.

These grade requirements are noted in the prerequisites listed in the course description in the college catalog. Continued registration in these courses depends on completion of the prerequisite with a grade of C. Students receiving a grade of D in certain prerequisite courses will be automatically removed/dropped.

Corequisites

A corequisite is a course that must be taken at the same time as another course. Course corequisites, if required, are listed under each course in the Course Description section of this catalog.

Auditing a Course

A student may audit any course offered at PCC.

Courses that have been audited can later be taken for credit. The cost for auditing 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 and pay for the course during registration, and audit will be noted on the registration form.

A change from audit to credit is permitted only during the registration period. Students may change a course from credit to audit through the last day to withdraw (see the [Academic Calendar](#)).

Procedures for changing credit to audit during registration period:

Complete a **PCC Permit to Audit FORM (coming soon)**.

Submit the completed form to studentservices@pamlicocc.edu or deliver by hand.

Note: Financial Aid and VA educational benefits are not available for audited courses.

Instructor/Course Withdrawal

Faculty must withdraw a student from a course for excessive absences by the Last Day to Withdraw from Class or Audit (See [Academic Calendar](#)). See the course syllabus for faculty expectations for attendance.

Repeating a Course

Students may repeat a course as many times as necessary to receive a passing grade. Students who audit or receive a passing grade may repeat a course twice. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade will be used to calculate a cumulative grade point average. No course may be counted more than once toward graduation. Students who receive transfer credit for a course may repeat it twice.

Students will not receive VA educational benefits for repeating a course which they have already passed or for which they received transfer credit. Military students will not receive tuition assistance for courses previously covered by tuition assistance.

Students planning to transfer to other colleges or universities should note that these institutions may

Advising

include all course attempts when calculating their grade point averages for admissions purposes and may not honor this school's computations.

Cancellation of Classes

The College reserves the right to cancel any class due to insufficient enrollment, limitation of funds, lack of qualified staff availability, or lack of physical facilities. Students enrolled in cancelled classes will be notified and will have an opportunity to register for available courses. To ensure timely notification, students should be sure that the College has a current phone number and home address and that they regularly check their student email account.

Withdrawals

Student Course Withdrawal

After registration students may withdraw from a course through the last day listed to withdraw on the Academic Calendar. Withdrawal from a course may affect financial aid awards but does not affect a student's grade point average.

A student should first talk to the instructor and advisor to see if there is any way to remain in the course. If not, the student must (1) complete a [Withdrawal Form](#) found online, (2) have an advisor sign the form, and (3) submit the form to Student Services.

Official Withdrawal from the College

To withdraw from all of the current semester's courses, a student must complete the College [Withdrawal Form](#) located in Student Services or online. The student should discuss withdrawing with an advisor. The student's financial aid and future academic records may be affected by a withdrawal and should be discussed with the Financial Aid office.

How Withdrawing Affects Financial Aid

Whether you withdraw officially, or unofficially, the college must determine if you earned all federal or state aid received. The law specifies how Pamlico CC must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Though your aid is posted to your account at the start of each semester, you earn the funds as you complete the semester. If you withdraw during the semester the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula (known as a Return of Title IV). If you received

less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/ or you.

The amount of assistance that you have earned is determined on a pro-rate basis. For example, if you completed 30% of your semester, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the semester, you earn all the assistance that you were scheduled to receive for that semester.

Withdrawal from the College after Deadline

Contact the Registrar to withdraw from classes after the Last Day to Withdraw from Class or Audit (see Academic Calendar). Students who withdraw after this date for extenuating circumstances will be withdrawn from all of their current semester classes.

Transfer of Curriculum Credits

Students desiring to transfer credits to PCC from other institutions must submit the following:

A completed application form.

Official transcripts of all post-secondary credits previously earned. A catalog or course descriptions from institutions previously attended may be requested by an advisor.

There is no limit to the number of hours that may be transferred from other institutions; however, 25% of the total credit hours for a degree, diploma, or certificate must be earned at PCC. Any credit earned with a grade of C or higher at a regionally accredited institution will be accepted at PCC, provided it is appropriate to the student's program and a comparable course is offered.

As a part of the evaluation of transfer credits or experiential learning, students may be required to take a proficiency examination in a specific course or courses before completing registration. Students desiring to transfer between programs may receive credit for all applicable courses with a passing grade as verified by a transcript of the student's permanent record. Evaluation of transcripts is conducted by Faculty Advisors with the final approval of the Vice President of Instructional Services. Transfer credits five years or older from other colleges may require proficiency examinations.

College/University Transfer Options

The University of NC System—The NC

Advising

Community College System Agreement

Students who complete the Associate in Arts (AA) and Associate in Science (AS) degree programs with each course grade of a C or higher and who are accepted by one of the state universities may enter as a junior.

Students transferring prior to the completion of an associate degree may transfer a block of core curriculum courses that UNC institutions will accept as a completion of their lower-division general education requirements. Students transferring to senior institutions, other than those of the University of North Carolina System, should ask for assistance in planning their transfer program.

The Comprehensive Articulation Agreement (CAA) between the University of North Carolina System (UNC-System) and the North Carolina Community College System (NPCCS) guarantees the transfer of courses that make up Associate in Arts (AA) and Associate in Science (AS) programs into bachelor degree programs at UNC-System universities.

Individual courses selected from the AA and AS offerings are evaluated by senior institutions on a course-by-course basis. Students wishing to transfer individual courses (not the Universal General Education Transfer Core or the completed degree) are advised to work closely with an academic advisor to select the courses that best suit their educational needs.

The Universal General Education Transfer Core of the AA and the AS degrees (31-34 semester hours) transfers to meet the general education core of the bachelor's degree, provided a "C" or higher is earned in all transferred classes.

The Associate in Arts or the Associate in Science degree transferred under the CAA guarantees junior status. Requirements for some major programs at the senior institution may require additional pre-specialty courses beyond the general education core. Students will still be required to meet the foreign language and/ or health and physical education requirements of the receiving college or university.

The Comprehensive Articulation Agreement (CAA) does NOT guarantee acceptance into any specific college or university. However, completion of the Associate in Arts or the Associate in Science degree under the terms of the CAA does qualify students for admission to a UNC-System school under the Transfer Assured Admissions Policy.

Complete details of the CAA are found at the [University of NC System websites](#).

Transfer of Community College Coursework to N.C. Private Colleges

In addition to the 16 UNC-System universities that are part of the Comprehensive Articulation Agreement (CAA), 30 private NC colleges have created their own Independent Comprehensive Articulation Agreement (ICAA) with the NPCCS. The Admissions Office at the following institutions may be contacted for more information:

Barton	Meredith
Belmont-Abbey	Methodist
Bennett	Montreat
Brevard	Mount Olive
Campbell	NC Wesleyan
Catawba	Pfeiffer
Chowan	Queens
Gardner-Webb	St. Augustine
Greensboro	Salem
Guilford	Shaw
High Point	Lenoir-Rhyne
J.C. Smith	Warren Wilson
Lees-McRae	William Peace
Livingston	Wingate
Mars Hill	

Additionally, the college enters into a variety of bilateral agreements with public and private institutions across the country.

East Carolina University Partnership Teach at Pamlico Community College

Through the ECU Partnership Teach Program, students are able to complete their first two years of general education coursework at Pamlico Community College and then complete the remainder of their teaching degree at ECU. Degrees offered include:

BS in Elementary Education
BS in Special Education
BS in Middle Grades Education

Students will work with their Pamlico CC advisors until completion of their transfer degrees. More information about the [ECU Partner Teach Program](#) can be found on the PCC website.

The University of Mount Olive

In addition to transfer options for AS and AA degrees, students who have completed the Associate in Applied Science degree (AAS), may transfer up to 64 semester hours toward the Bachelor of Applied Science degree (BAS). Technical program credits earned by students wishing to complete the BA/BS degree will be evaluated on an individual basis. Non-traditional sources of credit are also available and include Credit Through Testing (AP Exams, CLEP Exams, etc.), and Military Training Credit.

Advising

Degrees offered include:

Criminal Justice Technology

Early Childhood Education

Human Services Technology

Students will work with their Pamlico CC advisors until completion of their transfer degrees. Check the [University of Mount Olive](#) website for more information about transfer agreements .

North Carolina Wesleyan University

Students who receive their associate degree at Pamlico Community College will be eligible to transfer to Wesleyan with junior standing. The remaining degree requirements depend on previous courses completed and the student's major selection at Wesleyan.

Students will work with their Pamlico CC advisors until completion of their transfer degrees. Students who are interested in transferring to Wesleyan under this program should contact the North Carolina Wesleyan University [Admissions Office](#) or the [Adult Degree Program Office](#).

Student Services

Student Services

Purpose Statement

The purpose of the Student Services division is to provide support services to students, alumni, staff, and faculty. Services provided by Student Services are essential to the achievement of the educational goals of students and contribute to their cultural, social, moral, intellectual, and physical development.

Career Services

Career Services assists students and others with a wide range of career development needs. Career exploration and counseling is available for anyone undecided about a career path and training needs. Information is available on the outlook for employment, salary, work tasks, and required training/education to help evaluate the occupation as a possible career choice.

Job search skill development for students and alumni 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 listings on our Career Services Facebook page that is linked to our Virtual Career Center and through connecting job seekers to services offered by our partner agencies at Craven NCWorks.

Consultations with Career Services should be scheduled by calling 252-249-1851 extension 3014.

Counseling Services

Counseling is available to every student from pre-admission through graduation. Students are encouraged to visit Student Services to discuss or explore any matter that impacts their educational program success.

Counseling may be conducted by Student Services staff or via referral to our community partner agencies depending upon the student's individual needs.

Counseling services are available on a voluntary or referral basis. Transfer counseling for students planning to attend four-year institutions is also available in Student Services.

Disability Services

Pamlico Community College is sensitive to the needs of applicants with disabilities. Special arrangements will be made to test those applicants with documented disabilities. No student will be denied admission solely because of a documented disability.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students will receive reasonable accommodations to assure equal access to all programs. Individuals with disabilities should request accommodations by completing a Release of Information Form, submission of supporting documentation, and a Request for Accommodations Form located online or within Student Services.

Accommodations will be determined by review of the documentation, and consultation with the student and members of the Services for Students Committee.

Student Records

A student has a right to inspect and review his/her personal records. A student who desires to inspect his/her records may do so by written request to the Vice President of Student Services who will schedule such inspection. The student may request and receive copies of records. The student may challenge the accuracy of his/her records via the formal grievance policy. Except in compliance with Family Educational Rights and Privacy Act (FERPA) laws, no others will be permitted access to student records.

The following is considered "directory information" and may be released by the College when requested by outside agencies for purposes not damaging to the student's well-being.

Student's name
Student's address
Student's telephone number
Student's classification
Student's program of study
Dates of attendance
Degrees, honors, and awards received

A written and signed request must be submitted by the student to the Registrar if he or she desires the directory information not to be released.

Rights of Parents and Student to Review and Inspect Records

Those who have the right to inspect and review the permanent record kept about the student include 1) the student himself/herself and 2) parents who claim students as dependents under Section 152 of the Internal Revenue Code.

PCC presumes that parents of students who have not yet reached the age of 18 claim the student as a dependent for tax purposes. Any student who is not yet 18 years of age who does not want his/her parents to have access to the permanent record must inform the Vice President of Student Services and prove that he/she is not a tax dependent of his/her parents. If a parent of a student who is at least 18 years of age wishes to inspect and review his/her child's

Student Services

permanent file, he/she must prove to the Vice President of Student Services, Coordinator of Continuing Education Services, or the Chair of Continuing Education and Technical Programs that he/she claims the student as a dependent for federal income tax purposes.

Parents or students who wish to inspect and review the permanent record shall submit a request in writing to the Vice President of Student Services, Coordinator of Continuing Education Services, or the Chair of Continuing Education and Technical Programs. When he/she receives a written request for review of the records, the Vice President of Student Services shall schedule the review. The appointment date should be as early as possible but never later than 15 days after the request was made. The inspection and review shall be in the office of Student Services, Continuing Education, or at another place designated by the respective College official. A college official competent in interpreting student records shall be present to explain the implications of the records that are examined.

Parents 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 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. There will be no fee for copies of records to students or parents.

Transcript Requests

Transcripts will be released only upon request by the student. A student must authorize the release by completing a [Transcript Release Form](#) before a transcript will be sent to other colleges, employers, or other agencies. Additional information for transcript requests can be obtained on the [college website](#). There is a fee of \$5 for each transcript.

Transcripts will not be released for a student who has an outstanding financial obligation to the College. All student records are held in confidence by the College.

Transcripts or a copy of your GED® or HiSET® diploma can be obtained by contacting [DiplomaSender](#) who will fulfill all records requests for North Carolina High School Equivalency test takers.

Retention and Disposition of Records

Retention and disposition of records maintained by the Registrar is handled in accordance with the schedules published in the [Public Records Retention and Dispensation Schedule](#) as prepared by the North Carolina Community College System and State Board of Community Colleges for institutions in the community college system.

Student Activities

All extracurricular activities shall be approved by the Executive Council, comprised of the President, the Vice Presidents of Instructional Services, Student Services, Financial Services, and Chief Information Officer and have an employee sponsor. The sponsor and the officers of the activity will be responsible for the program. The purpose of such activities is to promote student growth, school or individual pride, and student morale. Fund raising activities require prior approval from the President.

Extracurricular activities should not interfere with the educational process. Students wishing to organize additional activities are required to apply to the Vice President of Student Services according to the College policies and stating the purpose and objective of each activity.

Student Government Association

The Student Government Association (SGA) operates under the direction of the Vice President of Student Services and represents one of the most active organizations at the College. The purpose of the SGA is to promote the morale of the student body and to provide means for a closer working relationship between students and College personnel. Through the SGA, each member as determined by the SGA by-laws has a channel to voice his/her concerns in school affairs and participate in decision making. The President of SGA serves as a non-voting member of the College's Board of Trustees.

The officers of the SGA are President, Vice President, Secretary, Treasurer and up to two Administrative Assistants. Elections for officers are held during the spring semester of the previous academic year. Any unfilled positions will be elected during the fall semester. Students are encouraged to prepare the SGA budget each year. The SGA budget year may include each fiscal year's fall, spring, and summer semesters. All activities and budget expenditures should be submitted in proposal form, approved by the SGA advisor, to the Vice President of Student Services.

Student Publications

Any student-initiated publication, i.e., yearbook, magazines, newsletter, etc... shall operate under the direction of the Vice President of Student Services and the Services for Students Committee.

The Student Publications Subcommittee falls under the guidance of the Services for Students Committee. The Student Publications Subcommittee shall consist of two employees appointed by the President and two students selected by the Student Government Association. The function of the committee shall include the following:

Approval of editors selected by the campus publications

Student Services

staff

Approval of the staff position recommendations made by the campus publications staff

Removal of the editor if his/her removal should be judged necessary
Appropriate action if the advisor-student relationship becomes unworkable

The subcommittee may meet annually unless special meetings are called. Actions of the subcommittee are subject to review by the President of the College at the request of the advisor or student. Committee actions will be final unless such request is made within two business days.

The editor(s) and Student Publications Subcommittee 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.

The editor shall be a qualified student selected by the staff of the publication which he/she will lead. The Student Publications Subcommittee will establish appropriate qualifications. The prospective editor will then be approved by the full Services for Students Committee.

In the event of poor academic standing, irresponsibility, incompetence or inefficiency of the editor, action may be taken to secure his/her removal from the office.

Removal of the editor will be by a voting majority of the Services for Students Committee.

Student Ambassador Program

PCC's Ambassador Program is designed to meet the College's need for active participation of informed and dedicated student leaders during college level events and/or activities.

PCC's Ambassador Program will consist of two selected representatives of the student population who perform a variety of services such as conducting college tours for visitors, serving as host/hostess for official college events, serving on college committees, and recruitment.

To be eligible, students must have a 3.0 or better GPA in non-developmental courses. In addition, the nominee must have strong communication skills, knowledge of the college and community, ability to make a positive impression, scheduling flexibility, access to transportation, and a high level of commitment to PCC. Applicants must be able to come to an interview.

Ambassadors must participate during college

sponsored activities determined by the President or the Vice President of Student Services. Ambassador scholarship service requirements/activities must be considered first priority.

Phi Theta Kappa

Phi Theta Kappa is the only national honor society for American community/junior colleges. Offering opportunities for leadership and service, PCC's Alpha Xi Omicron Chapter also promotes the exchange of ideas, personal enrichment through fellowship with other students, and the encouragement of scholarships for advanced education. Eligibility requirements include current enrollment in a two- year college, good moral character, citizenship, and a 3.5 GPA for at least 12 hours of work leading to a two-year degree not including developmental courses. Students meeting eligibility will be invited to join PCC's Alpha Xi Omicron Chapter. Induction is held each year for new members.

Graduation

Graduation exercises are conducted once each year following the Spring term. Additional ceremonies may be conducted as determined by the department or program. Prospective graduates must be recommended by the faculty advisor.

Prospective graduates must complete and submit the application for graduation received from their advisor by the posted Student Services deadline

A prospective graduate must have completed a minimum of 25 percent of the required program coursework at Pamlico Community 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 Associate degree. Students will be recognized for the highest credential earned.

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. Graduating students may purchase caps and gowns through a third- party vendor determined by Student Services.

Students are encouraged to participate in the graduation ceremony.

Graduation Application

It is the responsibility of the student to meet with an advisor to discuss the application for graduation as this form is completed with the assistance of his/her academic advisor. Completed forms should be submitted to Student Services (studentservices@pamlicocc.edu).

See the PCC [Graduation webpage](#) for more information and graduation application deadlines.

Student Services

Graduation Participation Procedure

Pamlico celebrates graduation with one annual ceremony occurring at the end of the spring term. Students must complete all coursework and graduation requirements by summer of the graduation year to participate in the ceremony. A student anticipating a summer graduation must be within three (3) courses of meeting the graduation requirements in the summer term to participate.

Health Services

As a commuter college, Pamlico Community College has no health facilities other than first aid equipment. The responsibility for medical services rests with the students and his/her parent(s) or guardian(s).

Communicable Diseases

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 judgement 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.

People 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.

People 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 the release of the information. The College is obligated by law to disclose information to public health officials about all confirmed cases of reportable communicable diseases.

Housing

The College does not have residence halls. Student Services provides information on local housing options if requested. All arrangements will be made by and be the responsibility of the student.

Library Services

Mission Statement

The Pamlico Community College Library reflects and supports all programs of the college, serves as a gateway to information resources, promotes information literacy, and enhances the learning experience for students, faculty, staff, and local community. Toward these ends, the library is committed to the development of dynamic collections, the utilization of state-of-the-art educational technology, training in the area of information literacy, effective service to patrons, collaboration with instructional faculty, and the maintenance of professional standards.

* For current library hours, please visit the [PCC library website](#)

Instructional Support

Pamlico Community College has one academic library centrally located on campus in the Johnson Building. Library resources and services are available to all PCC students, faculty, and staff. The library also provides services and borrowing privileges to Pamlico County residents who are 18 years of age and older. The collection consists of print and non-print materials in diverse formats. These resources include books, periodicals, newspapers, audiovisual materials, and access to online sources such as streaming video, e-books, scholarly articles, and subject related databases.

Online Library Catalog

The library catalog can be searched via the [library homepage](#). It includes all digital and physical resources of PCC as well as community college libraries across the state and contains access to over one million resources.

Interlibrary Loan (ILL)

ILL provides access to materials not owned by the PCC library. Materials available through this service include books and periodicals located at other libraries in North Carolina.

Computers with Internet Access

Students and patrons must follow the computer usage policy and guidelines which are posted at each computer station. These computers can be used by faculty, staff, students, and community members. (non-students must be 18 years or older).

Printer and Copy Machine

A printer and copy machine are available in the library for patron use. Copies from these machines are \$0.10 per page.

Library Cards

Patrons using the PCC library must complete an application card and present proper identification before checking out materials. Reference materials, newspapers, and current magazines and journals may be used in the library without a card.

Academic Information

Academic Information

Orientation

To gain an understanding of the philosophy and standards of the College, students are expected to participate in an online or face-to-face orientation that has the following objectives:

Acquaint the students with the physical, academic, and social environment of the institution and encourage them to become a part of the PCC community of learners. Interpret school policies, regulations, and procedures to the student.

Provide information necessary to maximize student understanding of resources available at the College.

Provide an opportunity for staff and faculty to welcome and get acquainted with students.

Semester System and Credit Hours

Pamlico Community College operates on the semester system. The Fall and Spring semesters are sixteen (16) weeks in length, and the Summer semester is approximately ten (10) weeks in length. The amount of time that a class meets each week is determined by the number of contact hours required for course completion.

Semester hours credit is awarded as follows: one semester credit hour for each sixteen (16) hours of class lecture, one semester credit hour for each thirty-two (32) hours of laboratory work, one semester credit hour for each forty-eight (48) hours of clinical, and one semester credit hour for each one hundred sixty (160) hours of work experience.

Semester Hour Time Chart

Associate, Diploma, and Certificate:

Full time	12 > semester hours
3/4-time	9-11 semester hours
1/2-time	6-8 semester hours
Less than half time	1-5 semester hours

Clock Hour Programs:

Full time	22 > contact hours per week
3/4-time	16-21 contact hours per week
1/2-time	11-15 contact hours per week
Less than half time	10 < contact hours per week

Catalog of Record

Students are expected to meet the catalog requirements in effect at the time of their enrollment into a curriculum program. Anyone not

In continuous enrollment for more than one year (not including summer) will be readmitted under the requirements of the current catalog at the time of

their re-enrollment. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program.

The Catalog of Record is established for the convenience of the College and to inform a student about the curriculum expectations at the time of a student's enrollment. The Catalog of Record is not a contract between the College and its students. The College can modify or eliminate curriculum programs without regard to any Catalog of Record.

Whenever reasonably possible, the College will attempt to provide prior notice to students about curriculum and policy changes, but such changes may be implemented at any time. Whenever a policy or curriculum change adversely affects a student's course of study established under a particular Catalog of Record, the College will attempt to advise the student about their options and course of study consistent with the College's accreditation requirements and policies and North Carolina law and regulation.

Change of Program

Students seeking a change of program should contact an academic advisor. The change shall be effective at the beginning of the next semester, or later, as specified by the student. A student's grade point average will not be recalculated when a student changes his/her program.

A complete listing of the programs of study for all college transfer degrees, applied degrees, and the general education degree can be found in this catalog.

Course Substitution

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.

Under extenuating circumstances, a student may request approval of a course substitution to comply with a required course in the relevant program of study. The course used as a substitute must have credit hours that are at least equal to the number of credit hours of the original course. The substitute course must have relevance to the curriculum and should also have relevance to the course for which the substitution is made. A course substitution may be granted upon review and recommendation of the Department Chair and in consultation with the Vice President of Instructional Services.

Consideration of any substitution involving a required core course as stipulated in the curriculum standard must receive additional approval by the North Carolina Community College System Office staff. The course substitution form must be approved and submitted to the Registrar's Office prior to the student registering for the

Academic Information

substituted course.

ACA Course Substitution/Waiver

Substitution:

Completion, with a grade of "C" or better, of a comparable contact hour (or more) course with similar competencies from a regionally accredited institution.

Prior completion of an Associate's degree or Bachelor's degree from a regionally accredited institution.

Waiver:

Prior completion of 50% or more of the program's credit hours transferred in from a regionally accredited institution. The hours must be made up with an elective. Hours cannot be from Pamlico Community College.

Credit by Transfer

The college will complete an evaluation of transfer credits that may have been earned from another college or university or through advanced placement or other examinations. Transfer students must complete 25% of their coursework at Pamlico Community College to be eligible for graduation. 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. The catalog and/or course descriptions from other institutions attended may be required for evaluation before credit is granted.

Coursework over fifteen years old may not be accepted. Evaluation of such credits will be made on an individual basis.

*ACA 122 cannot be waived for an Associate in Arts or Associate in Science degree.

Credit for Prior Learning

The College recognizes that students may request work-based learning course credit for prior learning using apprenticeships, state or industry-recognized credentials/continuing education to curriculum credit, courses listed in high school to community college articulation agreements, military education and training, standardized examinations and challenge examinations consistent with College policy and State Board of Community College code 1D SBCCC 800.2.

Students who wish to receive credit for prior learning must consult with their Academic Advisor. Such

requests will be evaluated on a case-by-case basis.

Course Syllabi

Course syllabi represent the instructor's expectations and the student's obligations for successful completion of a course. It is the student's responsibility to read, understand, and follow a course syllabus. By taking a course, each student agrees to perform according to the requirements in the syllabus. Although a syllabus is not a legal contract, students will be fully accountable for performing according to the instructor's expectations as set forth in the syllabus.

A syllabus may be modified at any time by the instructor, and it is the student's responsibility to be aware and understand any syllabus changes. Syllabus changes normally will be in writing, but instructors may make any change by verbal announcement during class.

Instructors may make syllabus changes for the purposes of adapting to circumstances required for a particular course, maximizing educational opportunities, or reflecting changes in College policy or North Carolina law and regulation.

Scheduled Course Times

College credit classes meet between the hours of 7:30 am and 10 pm Monday through Thursday and 7:30 am and 1 pm on Fridays. Additional class times are available and publicized for weekends. Classes meet for 55 minutes of each class hour scheduled, and proportionally for additional time. In online classes, instructors determine the amount of time it takes to complete an assignment, assessment, quiz, research, and/or exam. The aggregate hours equal the total hours of the course.

College Attendance Policy

Pamlico Community College has adopted a mandatory attendance policy. Faculty must document all attendance prior to the census date (10% point) and for the duration of each course.

Attendance must be completed by the date listed on the academic calendar (just after the 10% date for each term). If students stop attending after the 10% and receive a grade of an "F," the last date of attendance is required.

After the census date, instructors will continue to observe the College Attendance Policy. Instructors cannot assign Never Attended (NA) at the end of the semester. The instructor's attendance policy must be stated in the class syllabus. The College attendance policy is as follows:

"Students are expected to be in class on time and are

Academic Information

expected to attend all classes, laboratory periods, and shop sessions. A student WILL be automatically withdrawn from any course when absent more than 20% of the total class, laboratory, clinical or shop periods. Any three tardy notices in a given class may constitute one class absence. A tardy may also be assessed when a student leaves class early."

In online classes, if a student fails to complete 80% of graded items, he/she will be automatically withdrawn from the course.

With prior approval by the Vice President of Instructional Services or respective Chair, the instructor may deviate from this policy and allow a student to remain in the class.

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 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.

Attendance at Pamlico Correctional Institute deviates from this general policy and is listed on each class syllabus. 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 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.

Absences for Religious Observances

Pamlico Community College students are allowed two absences per year for religious observation of their faith or belief. It is the responsibility of the student to follow the procedures concerning religious observance absences and to make up any tests or other work missed due to an excused absence for a religious observance.

An academic year shall be defined as starting on July 1 in one year and ending on June 30 in the following year. The two excused absences may be taken at any time during the academic year, either on separate days or on two consecutive days.

The excused absences shall be taken within the absences allowed in PCC's attendance policy as stated above.

The student must submit a "Request for Excused Absence for Religious Observance" form to the Vice

President of Instructional Services or his/her designee at least 10 working days (Monday through Friday) prior to the date the student intends to be absent for the religious observance. The forms are available on Moodle and from Student Services. Each class that will be missed must be listed on the form.

The Vice President of Instructional Services or his/her designee shall notify appropriate instructors within 72 hours of approving the request. Instructors are expected to note the excused absences as appropriate in class record documents. The request will be forwarded to Student Services for inclusion in the student's record.

Students granted and excused absence for the purpose of religious observance shall be given the opportunity to make up any work or missed tests due to the excused absence.

Instructors are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious observance.

Academic Dishonesty

Academic dishonesty is regarded by the College as a breach of academic ethics and deserves consequences. Academic dishonesty includes acts such as cheating, plagiarism, knowingly furnishing false information, forgery, alteration, or any use of identification or other projects with an intent to defraud. Acts of Academic Dishonesty will be addressed through the Academic Honesty Procedures.

Instructors are responsible for educating students about plagiarism and cheating the first week of classes in every class.

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

Within 1 week of discovering the incident of plagiarism or cheating, the instructor must complete the Documentation of Plagiarism/Academic Dishonesty Form. This form serves as written report of the student's offense. The form must be submitted via the Chair to the Vice President of Instructional Services and the Vice President of Student Services. After receiving the report, one or both Vice Presidents will inform the instructor whether this is the student's first offense or whether there have been multiple offenses. Multiple offenses may occur within the same course or across different courses/semesters.

First offense: The instructor, with and with approval of the Chair, will have discretion to determine the penalty in the course. Examples of penalties include but are not limited to the following: warning, rewrite, points deducted on the assignment or final grade, or zero on the assignment. The student will be required to complete the remediation related to plagiarism and/or cheating. This remediation will have a deadline, typically two weeks, and will conclude with a meeting with the Vice President of Instructional Services to

Academic Information

discuss the offense and the penalty for future offenses.

Failure to complete the remediation/meeting with the Vice President of Instructional Services within established deadlines will result in the student being dropped from the class.

Second offense: The instructor will drop the student from the course and assign a grade of F.

Multiple offenses may result in suspension.

Appeals may be made through the Student Appeals Procedures.

Dropping/Adding Courses and Withdrawals

Drop/add dates and time periods are published in the College calendar and other handouts published prior to each semester. Students are responsible for initiating and completing the course withdrawal process.

A student may withdraw from course(s) any time during the semester. Up to the end of the 11th week (date published in calendar) and completion of a Withdrawal form, available from the advisor or instructor, the instructor will assign a grade of "W" (withdrawal) on each course for which the student is registered and requested withdrawal. After the 11th week, any withdrawals will result in a grade of "WF" with the exception of withdrawals approved by the Vice President of Student Services which will then result in an administrative withdrawal. Administrative withdrawals are allowed only in the case of emergency (e.g., death or serious illness in immediate family, change in employment requirements caused by employer, etc...).

Failure to complete the appropriate paperwork upon withdrawing could result in a grade of "F."

Automatic Withdrawal

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

Grades

Grade Descriptions

A 10-point grading system is used to determine letter grades in curriculum-level courses. The letter grades, as described below, correspond to quality points used in calculating grade point averages*It is the responsibility of the student to *contact the instructor regarding work to be completed for the removal of the "I"*

Letter Grade	Letter Definition	Description	Quality Points/ GPA
A (90-100)	Excellent	Successful mastery of all course requirements as specified by the instructor with excellent quality of performance.	4
B (80-89)	Above Average	Successful completion of all course requirements as specified by the instructor with high quality of performance.	3
C (70-79)	Average	Successful completion of all course requirements as specified by the instructor with an average quality of performance.**	2
D (60-69)	Below Average	Successful completion of all course requirements as specified by the instructor with a minimal quality of performance.	1
F (59 and below)	Failing	Failure to successfully complete all course requirements as specified by the instructor.	0
I	Incomplete Grade	Temporary grade when extenuating circumstances occur.* Incomplete grades are only eligible if a student has completed 80% of the course work and becomes subjected to some unforeseen event. Final determination and approval for an incomplete will be made by the faculty member and appropriate Learning Center Dean.	0
AU	Audit	Audit. Curriculum courses ONLY.	0
W	Withdrawal	Official withdrawal from the course without academic penalty.	0
X	Never Attended	Instructor withdrawal from the course without academic penalty.	0
Z	Proficiency		0
CE	Credit by Examination		0
LE	Credit by Experience		0
WF	Withdraw Failing		0

Computation of Grade Point Average (GPA)

To calculate your grade point average (GPA). you must first calculate quality points by multiplying number of credits of a course by the numeric value of the grade earned. For example: An A (4 quality points) in Expository Writing (3 credits) produces 12 quality points ($4 \times 3 = 12$), or a C (2 quality points) in Calculus I (4 credits) produces 8 quality points ($2 \times 4 = 8$).

Academic Information

To determine GPA for a given semester, divide the quality points earned by the number of semester hour credits. The same formula, dividing the total number of quality points by the total number of credits calculated, is used to calculate the cumulative GPA.

The letter for each subject will be converted to a quality point equivalent. The quality points are then multiplied by the semester hours. The total quality points are then divided by the total hours to give the GPA.

Example:

Class	Grade	Quality Points		Semester Hours Credit		Total Quality Points
ACA 111	A	4	x	1	=	4
CIS 111	B	3	x	2	=	6
PSY 150	D	1	x	3	=	3
WBL 112	C	2	x	2	=	4
HEA 110	C	2	x	3	=	6
Totals	-	-	-	11	-	23

Divide: 23 divided by 11 equals 2.09 Your grade point average is 2.09

Explanation of Incomplete Grades

A student who has a documented emergency situation and is unable to meet the attendance requirements may receive a grade of I (Incomplete) upon approval by the instructor, the Chair, and the Vice President of Instructional Services. A grade of "I" must be removed by completing the required work no later than 8 weeks after the last day of classes as designated in the academic calendar in the semester in which the grade of "I" was given; otherwise, a grade of "F" will be computed in the GPA. There may be extenuating circumstances approved by the instructor and the Vice President of Instructional Services to extend the completion period.

Courses with "I" grades are not used in computing grade point averages; however, a student with an Incomplete is not eligible for the President's List or the Academic Distinction designation.

Grade Reports

Students' grades will be posted after each semester in Self-Service, the College's online portal for student information.

Academic Warning

First Warning - A student with a grade point average less than 2.0 will be placed on academic warning, will be notified of their academic standing, and will be advised to meet with a counselor. A possible reduction in course load to part-time status may be required.

Second Warning - A second consecutive academic warning will require an evaluation of the student's progress. This review will include consultation between the student, counselors, advisors, and instructors, including the Vice President of Student Services when deemed necessary. At this point, the student will be required to re-evaluate his/her academic goals.

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 47% for the 2020 cohort of full-time, first-time, degree/diploma/certificate-seeking students.

Source: National Center for Education Statistics-data provided by Integrated Postsecondary Education Data System

President's List and Academic Distinction

All full-time students maintaining a semester grade point average (GPA) between 3.5 and 4.0 will be recognized on the President's List. A semester GPA between 3.0 and 3.49 will entitle full-time students to be listed with Academic Distinction.

Honor Graduate Requirements

Students graduating with a GPA of 3.5 or above and High School Equivalency students with 2750 or above will be recognized in the graduation program and are eligible to purchase and wear an honor cord and gold tassel at graduation exercises.

Campus Procedures and Regulations

Campus Procedures and Regulations

Pamlico Community College provides an atmosphere free from sexual harassment for students, employees, and visitors.

Any employee or student who believes that he or 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 confidentiality and protect the privacy of all parties. For more information, refer to the Sexual Harassment Grievance Procedure.

The Title IX Coordinators shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature. The Title IX Coordinators are also responsible for the investigation of any complaint alleging sexual harassment or sexual misconduct. For Title IX assistance involving employees, contact Mrs. Lee Tillman, HR Director/Vice President of Financial Services at ltillman@pamlicocc.edu or 252-249-1851 x3003. For Title IX assistance involving students, contact Mr. Jamie Gibbs, Vice President of Student Services, at jgibbs@pamlicocc.edu or 252- 249-1851 x3021.

Sexual Misconduct - Sexual Harassment

Pamlico Community College's (PCC) Board of Trustees (the Board) is committed to maintaining a campus environment free from sexual harassment, domestic violence, dating violence, sexual assault, and stalking, collectively referred to as sexual misconduct.

The Board and PCC employees take seriously the obligations placed on colleges and universities by the Title IX civil rights laws and the federal Violence Against Women Reauthorization Act (VAWA) signed into law March 7, 2013. VAWA includes the Campus Sexual Violence Act (SaVE) provision Section 304, which updates the 1990 Jeanne Clery Act.

The Board prohibits dating violence, domestic violence, sexual assault, stalking, or other harassment or discrimination against any person because of sex, race, color, religion, gender, national or ethnic origin, genetic characteristics, gender identity, sexual orientation or any other category prohibited by law.

Sexual misconduct reporting procedures, PCC's response to allegations of sexual misconduct, Complainant/Respondent rights, interim interventions, potential sanctions, and definitions are published in

PCC Procedures Chapter 6. The full text of the Board of

Trustees' policy may be found in Board Policies 2.86
The Title IX Coordinator will provide a hard copy upon request.

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.

When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

The Title IX Coordinators shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature. The Title IX Coordinators are also responsible for the investigation of any complaint alleging sexual harassment or sexual misconduct.

For Title IX assistance involving employees, contact Mrs. Lee Tillman, HR Director/Vice President of Financial Services at ltillman@pamlicocc.edu or 252-249-1851 x3003. For Title IX assistance involving students, contact Mr. Jamie Gibbs, Vice President of Student Services, at jgibbs@pamlicocc.edu or 252- 249-1851 x3021.

Examples of sexual harassment include but are not limited to the following:

- Subtle pressure for sexual activity
- Sexually suggestive gestures, notes, teasing, jokes
- Deliberate and unwelcome touching, pinching, patting
- Attempts to kiss or fondle
- Pressure for dates, pressure for sex
- Inappropriate and/or offensive personal remarks of a sexual nature
- Sexually demeaning comments, sexual graffiti, or offensive illustrations
- Requests for sexual favors in exchange for grades, salary increases or promotions
- Embarrassing and sexually suggestive favoritism shown by an instructor toward a student(s)
- Disparaging remarks about one's gender

College Property

Students who, through due process, are found guilty of

Campus Procedures and Regulations

destroying or abusing College property shall be held liable and dismissed from the College with Documentation indicating that the student may not be re-enrolled.

Auto Regulations/Parking

Students should park in the north and south parking areas on campus. Spaces in front are reserved for visitors, people with disabilities, the President, and the Chair of the Board of Trustees. The center area in front is the emergency vehicle lane, marked yellow, and no one should park in this area. Failure to adhere to the parking policy may result in towing at the expense of the vehicle's owner.

Student ID

All curriculum students, along with students taking Continuing Education courses requiring a clinical rotation, who are attending Pamlico Community College will be provided a student ID. The student ID card will be issued during the registration process in the library. Students will be required to present their ID upon request by a college official. Students who cannot display their ID when asked may be requested to leave campus immediately. Student ID cards will also serve as library cards. All barcodes necessary for them to be a library card will be issued by the Department of Library Services. There is a \$5 fee for replacement library cards.

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 determined, an announcement will be posted on the [College website](#) and the [College Facebook page](#).

Recorded updates will be available throughout the inclement weather situation by calling 252-249- 1851 x3123. Local radio and television stations will be notified, but no guarantees can be made as to when notifications will actually be on the air. Announcements will specify whether the College will be closed to students and employees, or whether classes will be suspended and all administrative, clerical, and maintenance personnel should report.

Interested parties should tune in to one of the following radio/TV stations:

WITN-TV (Greenville)

WCTI-TV (New Bern)

WNCT-TV (Greenville)

WSFL 106.5 (Greenville-New Bern)

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 another 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 every effort to make up missed classes.

College Closures

The President or his/her designee will decide as to whether or not classes will be held during periods of inclement weather or because of other unusual circumstances. Announcements will be made on local radio, television stations, the [College website](#), [Facebook](#), and through a specially maintained telephone extension. Local radio and television stations will be notified as soon as a decision is made.

Cell Phone Use

Students should turn off their cell phones prior to entering class. Cell phones cannot be used for any purpose at any time during class. Students may not leave to take a phone call without prior permission from the instructor. Failure to comply with this could result in the dismissal of the student from class, incurring an absence.

In emergency situations, exception to this rule may be granted by the instructor. Any student who is on-call emergency personnel (EMS, police, and fire) 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 if requested.

Dress Recommendations

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

Social Life

Campus organizations may propose events throughout the year for social, cultural, and educational enrichment and typically all students are invited to participate.

Proposals are to be made to Executive Council members through the appropriate channels.

Food Service

The College provides vending machines that dispense sandwiches, cakes, cookies, soft drinks, and other sundries. No cafeteria is maintained on campus.

Questions concerning vending machine service and operations are referred to the Business Office.

Campus Procedures and Regulations

Student Lounge

The Student Lounge is a place to meet, eat, and relax during breaks and leisure moments. Trash receptacles are provided so students may dispose of their trash and leave the area neat and clean.

Personal Telephone Calls

Students will be called out of class to receive EMERGENCY calls ONLY.

Smoking on Campus

Smoking is prohibited in all College buildings and not within 25' of any entrance. There are designated smoking areas on campus. The President of the College is authorized to monitor this policy and to modify it as deemed necessary, including establishing a smoke-free campus.

Safety on Campus

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 Division of Student Services.

Children on Campus

Children on campus must be under the direct supervision of a parent or guardian at all times. No children will be left unattended in any area of the College campus, including vehicles. Children are not allowed in any classroom, laboratory, library, student lounge, or left unattended in vehicles at any time. The College will not assume responsibility or liability for any minor children.

Students bringing children to class will be asked to leave and referred to the Vice President of Student Services. Children visiting the child-care classes will be exempt if their reason for being there was approved by the instructor for the classroom project or activity.

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 are intending to graduate, for maintaining the GPA required, for knowing their academic standing at all times, and for meeting all degree requirements. Their advisors will counsel them, but the final responsibility remains with 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 communication with Pamlico Community College at all times by keeping their current address and telephone number on file with the Registrar.

Change of Address

To ensure accuracy in mailing official College correspondence, such as financial aid refunds, students who change their address after registration must complete the [Change of Information Form](#) available on the college website. Pamlico Community College will not be responsible for inaccurate or non-current information that results in the delay in receiving information.

Academic Freedom

Academic freedom is a critical element of education. This freedom must be accorded to both the instructor and the student. Pamlico Community College makes every effort to see that this situation exists; therefore, no semblance of thought control is imposed upon any faculty member. Each individual is free to investigate, speculate, revolutionize, and express his/her academic convictions. However, no instructor at the College shall teach or recommend that students disobey the law, whether it is local, state, or federal law. As the instructor is free, so is the student. A minimum number 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 is essential in intellectual and educational growth.

Student Conduct

All students are expected to conduct themselves in a manner that promotes and supports both students' and the College's educational endeavors and objectives.

Students whose conduct is disruptive to the educational process or other lawful operations of the College will be subject to dismissal and further discipline related to the conduct. Misconduct includes, but is not limited to, such behavior as stealing, cheating, bullying, damaging institutional or personal property, or assault.

The campus and college facilities are not places of sanctuary or refuge. Students are subject to civil authority on 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 all reported incidents.

Campus Procedures and Regulations

Student Involvement in Political Activities

Students should become as knowledgeable as possible about various political candidates and their platforms. Group activities in support of a candidate or candidates are permitted provided the guidelines set forth below are followed:

The President of the College shall designate those meetings that 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, as long as such organizations do not allow non-student participation on campus, except that such organizations invite non-student speakers to appear exclusively before their membership, may use the facility.

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 student approved organizations and the Vice President of Student Services.

Activity in the halls must in no way interfere with classes or the instructional process.

Rallies must be held in the afternoon between 4 and 7 pm.

Classes during the day or evening are not to be disrupted by any activity that might occur from any candidate or representative that might visit the campus. Students are to refrain from placing bumper stickers or other similar items on any vehicle unless permission has been obtained from the owner.

Students are to refrain from placing political ads or organizing political activities in the online virtual environment without the written consent of the President or his designee.

Substance Abuse

While on campus, on any Pamlico Community College 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.

The Vice President of Student Services is responsible for addressing instances of drug abuse on campus. The Vice President will recommend to the President the course of

action in the event of drugs on campus.

Possession of Weapons on Campus

Possession of weapons on campus or at any PCC class, site, activity, or program is a violation of North Carolina State Law N.C.G.S. 14-269.2. The following applies:

With limited exception, 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 other powerful explosive on campus or at any PCC class site, activity, or program.

A firearm is permissible on campus only under the following limited circumstances:

The firearm is a handgun, AND

The individual has a valid concealed handgun permit or is exempt from the law requiring a permit, AND

The handgun remains in either a closed compartment or container within the permittee's locked vehicle or within a locked container securely affixed to the permittee's locked vehicle, AND

The vehicle is only unlocked when the permittee is entering or exiting the vehicle, AND

The firearm remains in the closed compartment at all times.

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, razors or razor blades, any sharp- pointed or edged instrument except instructional supplies, unaltered nail files and clips, an ordinary pocket knife which cutting edge is fully enclosed in its handle, and tools solely for preparation of food, instruction, and maintenance on campus or at any PCC class site, activity, or program.

Any person found to be in violation of the law will be referred to the local area 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 or curriculum classes, whether the person is an adult or minor.

Students in violation of this policy will be placed on permanent expulsion when one of the following occurs:

A repeat offense on campus or any PCC class site, activity, or program, or use of a weapon to harm or threaten another individual.

Crime Awareness and Campus Security

Pamlico Community College follows the Crime Awareness and Campus Security Act of 1990 and will provide the safest educational environment possible for all students, faculty,

Campus Procedures and Regulations

staff, and visitors. Known and suspected violations of Federal and North Carolina laws and other emergencies should be reported to the College's Director of Facilities, Safety, and Security 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 on Criminal Offenses

The Crime Awareness and Campus Security Act of 1990 requires publication of criminal activity in the following categories: murder, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. The figures shown in the Campus Safety and Security Data represent the campus of Pamlico Community College.

Disruptive Activities

In the event of a disruptive activity, students should immediately contact a college employee. Upon notification of disruptive activities, faculty members conducting classes will remain in their classrooms with the students unless requested to evacuate due to any condition within the facility. Other faculty and administrative staff members should report to the Vice President of Instructional Services for instructions.

When the situation warrants, the President or an administrator in charge will notify the proper authorities to report to the campus and to follow guidelines developed by the Governor for dealing with such activities.

At the time of arrival on campus, law enforcement officials should confer with the administrative officials concerning the situation. The administrative official in charge, along with law enforcement officers, shall first advise everyone participating in unlawful activity to disperse. Upon refusal or failure to comply, law enforcement officials should proceed with arrest, recording the name of the College, student(s) and faculty member(s) involved, and of each person taken into custody. Those arrested should be promptly advised of their rights and taken before a magistrate or a district judge and warrants procured. Students who have violated College policy or State policy or law shall also be subject to college procedural due process.

Academic Integrity

Pamlico Community College guarantees integrity of the

academic process. Cheating and plagiarism are considered 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 the 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 fairly evaluate 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 as well as giving, receiving, offering, and/or soliciting information on a quiz, test, or exam.

Plagiarism is copying 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, its use should be recognized by quotation marks and frequent mention of the author's name.

Penalties for Plagiarism or Cheating

Instructors are responsible for educating students about plagiarism and cheating the first week of classes in every class. If an instructor determines that a student is guilty of plagiarism or cheating, the following will occur:

Within 1 week of discovering the incident of plagiarism or cheating, the instructor must complete the Documentation of Plagiarism/Academic Dishonesty Form. This form serves as written report of the student's offense. The form must be submitted via the Chair to the Vice President of Instructional Services and the Vice President of Student Services. After receiving the report, one or both Vice Presidents will inform the instructor whether this is the student's first offense or whether there have been multiple offenses. Multiple offenses may occur within the same course or across different courses/semesters.

First offense: The instructor, in consultation with and with approval of the Chair, will have discretion to determine the penalty in the course. Examples of penalties include but are not limited to the following: warning, rewrite, points deducted on the assignment or final grade, or zero on the assignment. The student will be required to complete remediation related to plagiarism and/or cheating.

This remediation will have a deadline, typically two weeks, and will conclude with a meeting with the Vice President of Instructional Services to discuss the offense and the penalty for future offenses.

Campus Procedures and Regulations

Failure to complete the remediation/meet with the Vice President of Instructional Services within established deadlines will result in the student being dropped from the class.

Second offense: The instructor will drop the student from the course and assign a grade of F.

Multiple offenses may result in suspension.

Appeals may be made through the Student Appeals Procedures.

Artificial Intelligence

AI Systems Policy Artificial intelligence (AI) is a rapidly evolving technology that has the potential to transform many aspects of society, such as education, health, business, and entertainment. AI systems are computer programs that can perform tasks that normally require human intelligence, such as understanding language, recognizing images, solving problems, and generating content. AI systems can help us learn new things, discover new insights, and create new possibilities.

However, AI systems are not perfect or magical. They have limitations, biases, and risks that we need to be aware of and address. AI systems are not replacements for our own work and creativity. They are tools that we can use to enhance our learning experience and achieve our academic goals. As responsible and ethical users of AI systems, we must follow the guidelines below:

You may use AI systems to assist you with tasks such as researching, brainstorming, summarizing, drafting, revising, and editing your work. However, you must not depend on AI systems to do your work for you or to generate content that you do not understand or agree with.

You must cite the sources of information and ideas that you get from AI systems, just as you would cite any other sources. You must also acknowledge the use of AI systems in your work, either in a footnote or in an appendix or referencing with citations.

You must not use AI systems to plagiarize, cheat, or deceive. This includes using AI systems to copy or imitate existing works, to create false or misleading information, or to pretend to be someone else. You must also not use AI systems to break or ignore any academic integrity policies or procedures.

You must respect the privacy and security of AI systems and their users. You must not use AI systems to access, share, or manipulate data or information that you are not allowed to. You must also not use AI systems to harm, harass, or offend anyone or any group.

You must be aware of the limitations and biases of AI systems and their outputs. You must not assume that AI systems are always correct, reliable, or unbiased. You must also not use AI systems to justify or support any claims or

arguments that are not based on evidence or logic.

You must take responsibility for the quality and accuracy of your work. You must not blame AI systems for any mistakes or errors that you make or submit. You must also be prepared to face the consequences of any failures or inaccuracies that result from using AI systems.

You as a student are responsible for all the work you submit and take responsibility for any AI work you submit for your coursework. By using AI systems in this course, you agree to follow this policy and to accept the consequences of any violations.

If you have any questions or concerns about this policy or the use of AI systems, please contact the instructor.

Student Appeals and Grievances Policy

A student grievance exists when a student claims that a violation or misinterpretation of a College policy, procedure, or practice has occurred. A student filing a grievance should follow the procedures as outlined.

Grievance Procedures

If a student believes that a situation violates the College's rules, procedures, policies, or other standards, they should promptly report it to the appropriate Vice President.

During the grievance process, all meetings, names, and related information will be confidential in accordance with FERPA laws, unless otherwise mutually agreed upon by all parties involved.

Informal Process

Before the formal grievance process is instituted, the student is expected to meet with the person who he/she believes has violated the policy or procedure. If the student doesn't believe that he/she is able to do that, he/she needs to meet and discuss the incident with the appropriate divisional Vice President of the staff or department chair of the faculty member. The Vice President of Student Services is available to give students guidance in the informal process as well as in the formal process.

If a student believes he/she has been discriminated against because of race, color, sex, gender, gender expression, national origin, religion, age, disability, or sexual orientation by college personnel, it is important that he/she bring the situation to the attention of the HR Director/Vice President of Financial Services.

Formal Process

If the student is not satisfied with the results of the informal process, he/she should initiate the formal process.

Should a student wish to file a formal grievance, written

Campus Procedures and Regulations

notice must be submitted by the student to the Vice President of Student Services. The Vice President of Student Services will present the information to the President of the College, who will begin the process of organizing a grievance committee. The Student Grievance Committee is composed of other members of the faculty and staff appointed by the President.

In the event of an appeal regarding a final grade, the appeal must be submitted by noon on the fifth business day immediately following the "Grades Due" day as designated on the Academic Calendar included in this catalog.

The Student Grievance Committee will make every effort to convene within two business days of the notice of the appeal. The result of any grievance made to the Student

Grievance 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. The President reserves the option to meet with any parties involved in the appeals process.

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. All decisions coming from the President are final.

Title IX Complaint Process

The Title IX Complaint Process provides an aggrieved student or employee procedures for the prompt and equitable resolution of complaints related to sex discrimination. For any sex discrimination complaint that is not related to sexual harassment, the student or employee may follow the College's Grievance Policy as outlined in Board Policies 2.88 and 2.89 or report a complaint of sex discrimination to the regional Office of Civil Rights (OCR) for investigation. Contact the Title IX Coordinator for information or see "How to File a Discrimination Complaint: with the Office of Civil Rights. The OCR mailing address for higher education for North Carolina is as follows: Office for Civil Rights, District of Columbia Office, US Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1475. You can also email OCR.DC@ed.gov.

For any sexual harassment complaint, the College adheres to the Sexual Harassment Grievance Procedure described below.

Sexual Harassment Grievance Procedure

The following procedure complies with the Title IX regulations promulgated in 2020 by the US Department of Education addressing sexual harassment complaints in educational institutions. Although alleged victims of sexual harassment have options to pursue actions outside of this grievance

procedure (such as filing an OCR complaint described above, pursuing civil litigation, or pressing criminal charges), this procedure addresses how Pamlico Community College will respond to allegations of sexual harassment that occur when an individual is participating in or attempting to participate in an educational program or activity by the College that occurs in the United States.

Under Title IX regulations, the College's obligations are to promptly respond to individuals who are alleged to be victims of sexual harassment by offering supportive measures.

Follow a fair grievance process to resolve sexual harassment allegations when a complainant requests an investigation, or the Title IX Coordinator decides that an investigation is necessary; and provide remedies to victims of sexual harassment.

Definitions

Complainant - A student or employee who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent - An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment - Conduct on the basis of sex that satisfies one or more of the following:

A College employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or Sexual assault as defined in 20 U.S.C. § 1092 (f)(6)(A)(v), dating violence as defined in 34 U.S.C § 12291(a)(10), domestic violence as defined in 34 U.S.C. §12291 (a)(8), or stalking as defined in 34 U.S.C. § 12291(a)(30).

Formal complaint - A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment. In order to file a formal complaint, the Complainant must be participating or attempting to participate in the College's educational programs or activities in the United States. A formal complaint may be filed by submitting a written, signed document to the Title IX Coordinator via mail or email.

Supportive measures - non-disciplinary, non- punitive individualized services the College offers to a Complainant or Respondent without fee or charge to help restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party. Such measures include counseling, extensions of deadlines, course-related adjustments, modifications of work or class

Campus Procedures and Regulations

schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, or increased security and monitoring certain areas of campus.

Advisor - An individual of the party's choice who accompanies the Complainant or Respondent during the grievance process, who may be, but is not required to be, an attorney.

Title IX Coordinator - An individual designated by the College to coordinate its efforts to comply with the College's responsibilities under Title IX.

Investigator - An individual selected by the Title IX Coordinator to investigate a formal complaint. (The coordinator may serve as the Investigator.)

Decision-maker – An individual selected by the Title IX Coordinator to adjudicate a formal complaint during the live hearing. The Decision- Maker cannot be the same person at the Title IX Coordinator or the Investigator.

Preponderance of the evidence - The standard of evidence used by the Decision-Maker to determine the responsibility of a formal complaint. For the Decision-Maker to decide under the preponderance of the evidence standard, he or she must conclude that a fact is more likely than not to be true.

Reporting Sexual Harassment

The College's Sexual Harassment Grievance Procedure will begin if an individual reports sexual harassment allegations to the College's Title IX Coordinator, or to the College's President or Vice President of Student Services. This report may be in person, by phone, email, or mail.

The Title IX Coordinator will promptly (within at least 3 business days of receipt) contact the Complainant to:

Discuss availability of supportive measures.
Explain that Supportive Measures are available regardless of whether a formal complaint is filed.
Explain the process for filing a formal complaint.

Formal Complaint

A Complainant may choose to file a formal complaint by giving a written statement to the Title IX Coordinator in person or sending the complaint via mail or email. The Title IX Coordinator may choose to file a formal complaint on behalf of the Complainant (against the Complainant's wishes) only if doing so is not clearly unreasonable light of the known circumstances.

If a formal complaint is filed, the Title IX Coordinator will provide written notice to the Respondent and Complainant regarding details of the allegations, this grievance procedure, informal resolution process (if appropriate), and other pertinent information.

Dismissal

The Title IX Coordinator may dismiss a formal complaint if the conduct alleged, even if true, 1) would not constitute sexual harassment as defined above (and in 34 C.F.R. § 106.30); 2) did not occur in the College's education program or activity; or 3) did not occur against a person in the United States. If any of these three circumstances exist, then the College must dismiss the formal complaint for purposes of Title IX sexual harassment, but such dismissal does not prevent the College from acting under its other policies.

The College may dismiss a formal complaint if the Complainant chooses to withdraw the allegations; the Respondent is no longer enrolled or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the College will promptly send written notice of dismissal and reasons for the dismissal to all parties.

Informal resolution

Except when allegations involve a college employee sexually harassing a student, the Title IX Coordinator may offer the parties an opportunity to informally resolve a formal complaint at any time prior to a final determination of responsibility. The Title IX Coordinator must obtain the parties' voluntary, written consent to the informal resolution process. Either party as the right to withdraw from the informal resolution process and resume the grievance process at any time.

Investigation of Formal Complaint

Following submission of a formal complaint and notice to the parties, the Title IX Coordinator or the assigned Investigator will investigate the allegations and gather sufficient evidence to reach a determination regarding responsibility. As part of the investigation, the Investigator may hold hearings, investigative interviews, or other meetings. A party whose participation is invited or expected in any of these activities will be provided with written notice of the date, time, location, participants, and purpose, and given sufficient time to prepare to participate. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

Toward the end of the investigation, the Investigator will send to each party (and Advisor) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. Each party will then have 10 calendar days to submit a written response, which the Investigator will consider prior to completion of the investigative report. The Investigator will then create an investigative report that fairly summarizes the relevant evidence. The investigative report will be sent to the parties (and Advisors) at least 10 calendar days prior to the live

Campus Procedures and Regulations

hearing.

Hearing Regarding Formal Complaint

Once an investigation has been conducted, all parties will be asked to be present for a live hearing that will be facilitated by the Decision-Maker. The Title IX Coordinator will provide notice of the date, time, and location of the live hearing. During the hearing, the Decision-Maker will allow each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions. Cross examination must be conducted orally and in real time by the party's Advisor, and not by a party personally. If a party does not have an Advisor, the College will provide one without charge to that party.

Any cross-examination questions an Advisor plans to ask the Complainant or Respondent must be submitted to the Decision-Maker no later than five calendar days prior to the scheduled hearing. The Decision-Maker will review all proposed cross-examination questions prior to the hearing to determine if they are appropriate. During the hearing, the Decision-Maker also must determine whether questions asked by other witnesses (if any) are relevant and explain any decision to exclude a question. Either party may request that the live hearing occur with the parties located in separate rooms with technology enabling the Decision-Maker and parties to simultaneously hear and see the other party or the witness answering questions.

The College will arrange for a transcription or other recording of the live hearing and make it available to the parties for review afterward.

The Decision-Maker will conduct an objective evaluation of all relevant evidence, determine whether there is a preponderance of evidence that sexual harassment occurred, and issue simultaneously to both parties a written decision regarding responsibility, including any sanctions imposed on the Respondent and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the Complainant.

Disciplinary Sanctions and Remedies

Following are disciplinary sanctions the Decision-Maker may impose following a determination of responsibility:

Suspension (unpaid for employees)
Termination or expulsion

Following are potential remedies the Decision-Maker may award following a determination of responsibility:

Counseling
Course-related adjustments

Campus escort services

Restrictions on contact between the parties

Changes in work or housing locations

Leave of absence

Increased security and monitoring of certain areas of the campus

While the disciplinary sanctions must be disclosed in the Decision-Maker's determination, the remedies will be kept confidential and separately determined between the Complainant and the Title IX Coordinator.

Appeals

A party may appeal a determination regarding responsibility or the College's dismissal of a formal complaint (or any allegations therein) for the following reason:

Procedural irregularity that affected the outcome of the matter.

New evidence that was not reasonably available at the time determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or
The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

A party may file an appeal by submitting a written request for appeal to the Title IX Coordinator within 10 calendar days of the rendered outcome of the case. Upon receipt of an appeal, the College will notify the other party in writing.

The College will then appoint an appellate Decision-Maker, who cannot be the Title IX Coordinator, Investigator, or Decision-Maker who reached the initial determination regarding responsibility. Each party will have 10 calendar days from the date the College informs both parties of the appeal to submit a written statement in support of, or challenging, the outcome. The appellate Decision-Maker will then issue a written decision simultaneously to both parties describing the result of the appeal and the rationale for the result.

*Important Notes

The Respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The College will not impose discipline on a Respondent or take other actions that are not Supportive Measures unless and until a determination of responsibility for sexual harassment has been made against the Respondent.

At all times during the grievance process, all parties may be accompanied by the Advisor of their choice, who may be, but is not required to be, an attorney.

The College will keep the identity of all parties involved in

Campus Procedures and Regulations

the Sexual Harassment Grievance procedure confidential, except as may be permitted by FERPA or otherwise required by law.

Nothing in the procedure prevents the College from pursuing the immediate removal of an individual if sexual harassment allegations justify such removal and the College provides the Respondent with notice and opportunity to challenge the emergency removal decision immediately following the removal.

Prohibition of Retaliation

The College will not retaliate against any individual because he or she made a report or complaint, testified, assisted, or participated (or refused to participate) in any investigation, proceeding, or hearing as required by these Title IX procedures. However, violating the College's Code of Conduct for making a materially false statement in bad faith in the course of a grievance procedure does not constitute retaliation.

Any questions regarding the Sexual Harassment Grievance Procedure should be directed to the Title IX Coordinator.

Pamlico Community College Student Complaint Process

Pamlico Community College desires to resolve grievance, complaints, and concerns in a prompt, fair, and amicable manner. Students residing outside of the State of North Carolina while taking courses from Pamlico Community College who desire to resolve an academic grievance or complaint should first follow Pamlico Community College's [Student Complaint Process](#).

Understanding Course Descriptions

How to Read Course Descriptions

Courses are identified by a six-character alpha numeric code. The first three characters identify the subject code, and the next three numbers identify the particular course per the North Carolina Common Course Library of offerings.

This list of courses includes prerequisites, corequisites, and fees associated with courses. In addition, the number of lecture, lab, clinic, and credit hours are shown per course. For example:

Course Code	Description	Lecture	Lab	Clinic	Credit
SPA 111	Elementary Spanish I:	3	0	0	3
Prerequisites:	ENG-002; or satisfactory reading and writing placement scores				
Corequisites:	SPA 181				
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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts.					

Course Code	Description	Lecture	Lab	Clinic	Credit
SPA 181	Spanish Lab 1:	0	2	0	1
Prerequisites:	None				
Corequisites:	SPA 111				
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.					

SPA 111, Elementary Spanish I, notes a prerequisite of ENG-002; or satisfactory reading and writing placement scores. This means that a student must have successfully completed ENG-002 or have reading and writing scores on the College Placement Test that indicate college readiness. Prerequisites must be met for a student to enroll in a course.

SPA 111 also notes a corequisite of SPA 181. This means that a student must enroll in SPA 181 during the same term he/she enrolls in SPA 111. Corequisites must be taken together as the learning experiences in each course complement one another.

SPA 111 has 3 lecture hours; this means that the course will meet for three hours each week in a typical 16-week semester. If the course is offered in an 8-week session, the course will meet for six hours each week.

SPA 111 has no lab hours in addition to the lecture hours nor does it have clinical hours.

Upon successful completion of the course, a student will receive three credit hours of credit towards the educational goal.

SPA 181 has zero lecture hours and two lab hours. This means the student will be in a lab experience for two hours per week in a 16-week semester, four in a week term and receive one hour of credit towards the educational goal.

Note also that this course requires six hours of lab in a week (in a 16-week semester) and the student receives three hours of credit upon successful

completion.

Selecting Courses

Academic and financial considerations preclude the College offering all the courses listed each semester. The College reserves the right to cancel courses offered based upon budgetary, enrollment, or staffing needs.

Distance Learning

Pamlico Community College offers a wide variety of distance learning programs and courses to accommodate the busy lives of our students. Distance learning provides flexibility and convenience so that students can learn anytime and anywhere. Distance learning is sometimes referred to as online or eLearning and has become a popular and effective option for program and course completion at Pamlico Community College with most students enrolling in at least one distance course each semester.

Although these online courses are offered in a non-traditional format, they are fully accredited and cover the same material as seated sections of the course. Additionally, if approved, transfer courses will be transferred to other educational institutions regardless of the delivery mode.

Moodle is our primary Learning Management System (LMS) and faculty use it, along with other online resources, to deliver instruction and interact with students.

Interaction is an important component of distance learning to ensure that students are engaged and connected to their instructor and other students.

There are two main types of distance learning courses at Pamlico Community College: online and hybrid. A course is designated as online when 100% of the course is accessed via the Internet. A hybrid course includes 50-99% instruction online with the remaining instruction occurring in the classroom.

Technology Requirements

Students enrolling in distance learning courses must have Internet access for all distance learning courses. A broadband connection is highly recommended. There are computers available for student use in the PCC Library:

Hardware Requirements

1 GHz processor minimum, 2 GHz dual-core or faster processor is recommended
2 GB of RAM minimum, 4 GB or more is recommended

Understanding Course Descriptions

Software Requirements

Most current version of Windows/Most current version of MAC OS

Web Browser – Most current version of Chrome, Firefox, Safari, and Edge

Email – Students are required to use their school email account for use with distance learning courses.

Antivirus software – Any current brand (McAfee or Norton) installed, running, and kept current by promptly installing the upgrades and patches made available by the software manufacturer

Word-processing software – Microsoft Word or other word processing software is required.

Students not using Microsoft Word must be able to save their documents in “RTF” (Rich Text Format). Microsoft Word is included with student Office 365 accounts.

Instructional Services

Basic Skills

The Basic Skills program provides free educational opportunities for students to improve academic skills that lead to the completion of a high school equivalency (e.g., GED, HiSET) in conjunction with improving employment skills and transitioning to workforce training and/or post-secondary education.

The components of the Basic Skills program are Adult Basic Education (ABE), Adult Secondary Education (ASE), English as a Second Language/English Language Acquisition (ESL/ELA), and ABE/Community Living. There are no registration fees for Basic Skills classes.

The minimum age for admission is 16 years. Students under the age of 18 require parental and school LEA release forms.

Adult Basic Education (ABE)

Adult Basic Education classes are free and designed for adults who are working towards the completion of their high school equivalency (e.g., GED, HiSET, TASC). Focus is on reading, writing, math, and technology skills, as well as contextualized instruction for workforce readiness. Classes range from basic literacy instruction to preparation for high school equivalency exams.

Adult Secondary Education (ASE)

Adult Secondary Education classes provide free instruction that enable students who have not completed high school to prepare for the High School Equivalency (HSE) exams (e.g., GED, HiSET).

English as a Second Language/English Language Acquisition (ESL/ELA)

The English as a Second Language/English Language Acquisition program is designed to provide free classes, for adult students, with the opportunity to improve English skills in reading, writing, listening, and speaking. Instruction ranges from beginner to advanced levels. Civic instruction, as well as preparation for transition to high school equivalency and workforce readiness training is available.

Adult Basic Skills/Community Living

The Adult Basic Skills/Community Living program provides free instruction to adult students who have learning challenges in academic and workforce readiness skills.

Basic Skills Plus

The Basic Skills Plus program provides an opportunity for students to be co-enrolled in Basic Skills and occupational courses in state-approved career pathways. Students will complete a high school equivalency while earning entry-level employment and occupational credentials.

High School Equivalency Testing

High School Equivalency (HSE) exams (e.g., GED, HiSET) are administered in an approved testing center on campus. Test candidates will follow test manufacturer policies and procedures for registration, payment, and testing.

Student Records

Student records are protected under the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is a Federal law that protects the privacy of student education records. Written consent from the student is required for the release of any information.

See [Student Records](#) for more information.

Transcript Requests

Transcripts will be released only upon request by the student. A student must authorize the release by completing a [Transcript Release Form](#) before a transcript will be sent to other colleges, employers, or other agencies. Additional information for transcript requests can be obtained on the college website. There is a fee of \$5 for each transcript.

Transcripts will not be released for a student who has an outstanding financial obligation to the College. All student records are held in confidence by the College.

Transcripts or a copy of your GED® or HiSET® diploma can be obtained by contacting [DiplomaSender](#) who will fulfill all records requests for North Carolina High School Equivalency test takers.

Continuing Education

Continuing Education (CE) training programs, per the North Carolina Community College System, are “designed to provide instructional opportunities for individuals seeking to gain new and/or upgrade current job-related skills. Training programs can be delivered as a single course or bundled as a series of courses; and provides instruction around skill competencies that lead to a recognized credential (licensure, certificate, renewal, registry listing) and/or meets local workforce labor needs.”

Instructional Services

Workforce and Career Training

These programs are comprised of courses designed for the specific purpose of training an individual for employment, upgrading the skills of those presently employed, and assisting others seeking new employment while maintaining industry standards and requirements.

Included, but not limited to those listed, are courses in the following areas:

Business (e.g., Notary Public, Grant Writing)

Career Enhancement

Computers and Information Technology

Electrical

Employability Skills

Healthcare Occupations

Horticulture

Hospitality

Safety

Course offerings vary throughout the year. The CE office and the college website maintain current course schedules. If there is a specific training need, please contact the college.

Healthcare Occupations

These workforce development courses are designed to offer short-term training that provides skills necessary to enter or re-enter the workforce. Certain courses lead to licensure or credentialing required by industry agencies. There are no tuition fee waivers for Health Occupation classes; however, scholarships may be available for qualified students.

Healthcare Occupation courses include, but are not limited to the following:

Cardiac Monitor Technician/EKG Technician

Central Sterile Processing

Community Health Worker

Electronic Health Records

Dental Billing and Coding

Dialysis Technician

Medical Administrative Assistant

Medical Assisting

Medical Auditing

Medical Billing

Medical Coding

Medical Terminology

Medication Aide

Nurse Aide I

Nurse Aide II

Pharmacy Technician

Phlebotomy Technician

Physical Therapy Technician

Emergency Services

These courses are workforce development courses designed to provide necessary skills required by governing agencies to offer emergency services to the community at large. Certain courses lead to licensure or credentialing required by industry agencies, while others lead to credit required to maintain licensure or credentialing. Certain programs allow for tuition fee waivers if the student has an affiliation with an agency eligible for fee waiver status.

Emergency Services courses include, but are not limited to, the following:

Fire Service

Emergency Management

Emergency Medical Services

Law Enforcement

Code Enforcement

Human Resources Development

The Human Resources Development (HRD) program provides skills assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. HRD courses are designed to assist those in need of job search skills, financial literacy, and job retention. Students can also prepare for the three National Career Readiness Certificate (CRC) assessments. The CRC exams are administered on the college campus.

Captive or Co-opted Instruction

Captive or co-opted training provides instruction to individuals who are incarcerated. Adult Education classes, which include High School Equivalency (HSE), specialized Continuing Education, and curriculum programs, have been developed within the guidelines of the North Carolina Community College System (NCCCS).

Admissions

Continuing Education (CE) maintains an open-door policy. Programs in CE have varying admissions policies. Pre-requisites will be provided as part of the admissions process. Courses leading to a certification will follow specified curriculum and credentialing agency requirements.

Registration, Books, and Supplies

Students are encouraged to pre-register in person or by email with enrollment available on a first come, first serve basis. If a class is filled with pre-registrants, a waiting list for that class will be maintained for the current session only. Registration and payment of fees must be completed prior to the start of the course.

Instructional Services

Registration Fees

Registration fees, which are determined by the State Board of Community Colleges code, are on a sliding fee scale and are as follows:

1-24 hours - \$70.00
25-49 hours - \$125.00
50+ hours - \$180.00

The registration fees are subject to change due to annual review from the State Board of Community Colleges. Waivers may apply for qualified students in HRD and public safety training courses. Registration fees for self-supported classes will vary and there are no fee exemptions. For some courses, there will be additional charges for books, supplies, and/or insurance.

Student Attendance

Students are expected to attend class regularly and attendance records are retained. Students must meet attendance requirements to receive recognition for the course. Students must register by the census date of the class and attend a minimum of 80% of the classes unless otherwise specified. Some courses are offered in accordance with third party accrediting 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). Make-up of missed class time is not guaranteed but may be permitted, within a specific timeline, in documented emergency situations, and with approval of the course instructor, Chair and Vice President as long as they are within state auditing guidelines. Most Continuing Education classes have a minimum attendance requirement in order to receive Continuing Education Units (CEUs).

Class Cancellation

All Continuing Education (CE) classes will have a required minimum number of students. Insufficient enrollment will result in the cancellation of the class and pre-registration payments will be refunded in accordance with the college's refund policy. CE reserves the right to cancel a class when deemed necessary due to inclement weather and other unforeseen circumstances. In such cases, the college will follow the class make-up procedure. However, CE course are not required to be rescheduled or made-up unless additional standards apply.

Transcript Requests

Student transcripts are available under the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is a Federal law that protects the privacy of student education records. Written consent from the student is required for the release of college records and there is a \$5 fee for official transcripts. A transcript request

form is available from the Continuing Education office. Transcripts may take up to five working days to process.

Certificates

Certificates are issued upon the satisfactory completion of all course requirements for most Continuing Education classes. Third-party certification will be granted by the credentialing agency.

Continuing Education Units (CEUs)

Training courses can earn Continuing Education Units (CEUs). Courses are designed to provide professional development opportunities for technical occupations.

Cultural and Life Enrichment

Cultural and Life Enrichment classes are designed to promote personal growth and life enrichment. 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 the fee for the classes. There are no fee waivers for Cultural and Life Enrichment classes and all classes are subject to cancellation due to low enrollment. Cultural and Life Enrichment classes are non-refundable.

Classes that are offered include, but are not limited to, the following:

Birding
Bridge
Machine Quilting
Tai Chi
Yoga and Meditation

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 or more semester hours
Part-time student – A student who is registered for less than 12 semester hours
Provisional student – An applicant or transfer student who is applying too late to complete admission procedures prior to the start of the term or a student whose file is not complete. Students can't remain in provisional status for more than one semester
Special Credit/Visiting student – A full or part-time student not seeking a degree or diploma
Audit student – A student who is enrolled in, but not seeking credit for, a course. Audit students are not

Instructional Services

required to complete course work or exams. They do not receive credit for the course.

Programs of Study

Programs of Study

CAMPUS/TRADITIONAL STUDENTS

Program Code	Program of Study	Degree
A10100	Associate in Arts	Associate in Arts
A10100PT	Associate in Arts: PARTNERSHIP TEACH	Associate in Arts
A10300	Associate in General Education	Associate in General Education
A10400	Associate in Science	Associate in Science
A25800	Accounting and Finance	Associate in Applied Science
D25800	Accounting and Finance	Diploma
C25800	Accounting and Finance	Certificate
C25800B	Accounting and Finance: Bookkeeping	Certificate
C25800C	Accounting and Finance: Payroll Accounting	Certificate
A25120	Business Administration	Associate in Applied Science
C25120	Business Administration	Certificate
C25120B	Business Administration: Small Business Administration	Certificate
C25120C	Business Administration: Business Application	Certificate
C25120D	Business Administration: Banking	Certificate
C25120M	Business Administration: Business Management	Certificate
D55140	Cosmetology	Diploma
C55140C	Cosmetology	Certificate
A55180	Criminal Justice Technology	Associate in Applied Science
D55180	Criminal Justice Technology	Diploma
C55180	Criminal Justice Technology	Certificate
C55180B	Criminal Justice Procedures	Certificate
A45280	Restorative Dental Technology	Associate in Applied Science
D45280	Restorative Dental Technology	Diploma
C45280A	Restorative Dental Technology	Certificate I
C45280B	Restorative Dental Technology	Certificate II
A55220BK	Early Childhood Education: Birth to Kindergarten	Associate in Applied Science
D55220BK	Early Childhood Education: Birth to Kindergarten	Diploma
A55220CT	Early Childhood Education: Career Track	Associate in Applied Science
D55220CT	Early Childhood Education: Career Track	Diploma
C55220	Early Childhood Education	Certificate
C55220AD	Early Childhood Education: Administration	Certificate
C55220IT	Early Childhood Education: Infant and Toddler	Certificate
C55220PS	Early Childhood Education: Pre-School	Certificate
C55220SA	Early Childhood Education: School-Age	Certificate
A35130	Electrical Systems Technology	Associate in Applied Science
C35130A	Electrical Systems Technology	Certificate I
C35130B	Electrical Systems Technology	Certificate II
C35130M	Electrical Systems Technology: Marine Electronics	Certificate
A20230	Environmental Management Technology	Associate in Applied Science
C20230A	Environmental Management: Natural Resource Conservation	Certificate
C20230B	Environmental Management: Water Resource Management	Certificate
C20230C	Environmental Management: Biological Sciences	Certificate
A20140	Environmental Science Technology	Associate in Applied Science
C20140B	Environmental Science: Health and Safety	Certificate
C55230	Esthetics Technology	Certificate
C55270	Esthetics Instructor	Certificate
A45380	Human Services Technology	Associate in Applied Science
C45380	Human Services Technology	Certificate
A4538E	Human Services Technology: Substance Abuse	Associate in Applied Science
C4538E	Human Services Technology: Substance Abuse	Certificate
A45400	Medical Assisting	Associate in Applied Science
D45400	Medical Assisting	Diploma
C45400B	Medical Assisting	Certificate
C45400C	Medical Assisting: Administrative	Certificate
A50420	Welding Technology	Associate in Applied Science
D50420	Welding Technology	Diploma
C50420	Welding Technology	Certificate
C50420A	Welding Technology: CAD	Certificate I
C50420B	Welding Technology: CAD	Certificate II
C50420C	Welding Technology: CAD	Certificate III

Programs of Study

C50420MG	Welding Technology: GMAW (MIG)	Certificate
C50420TG	Welding Technology: GTAW (TIG)	Certificate
C50420IW	Welding Technology: Intermediate Welding	Certificate
C50420ST	Welding Technology: SMAW (STICK)	Certificate
T90990	SPECIAL CREDIT	Transfer

CCP Programs

Program Code	Program of Study	Degree
P1012C	Arts College Transfer Pathway	Transfer
P1042C	Sciences College Transfer Pathway	Transfer
C25120C1	Business Administration	Certificate
C55140C1	Cosmetology Certificate	Certificate
C55180C1	Criminal Justice Technology	Certificate I
C55180C2	Criminal Justice Technology	Certificate II
C45280C1	Dental Laboratory Technology	Certificate I
C55220C1	Early Childhood Education	Certificate I
C55220C2	Early Childhood Education	Certificate II
C35130C1	Electrical Systems Technology	Certificate I
C35130C2	Electrical Systems Technology	Certificate II
C20140C1	Environmental Science Technology	Certificate
C20230C1	Environmental Management Technology	Certificate
C55230C1	Esthetics	Certificate
C45380C1	Human Services Technology	Certificate
C4538EC1	Human Services Technology: Substance Abuse	Certificate
C45400C1	Medical Assisting	Certificate I
C45400C2	Medical Assisting	Certificate II
C50420C1	Welding Technology	Certificate I
C50420C2	Welding Technology	Certificate II
C50420C3	Welding Technology	Certificate III

Prison Programs

Program Code	Program of Study	Degree
D25120P	Business Administration	Diploma
C25120P1	Business Administration	Certificate I
C25120P2	Business Administration: Business Application	Certificate
D35130P	Electrical Systems Technology	Diploma
C35130P	Electrical Systems Technology	Certificate I
C35130P2	Electrical Systems Technology	Certificate II
D15240P	Horticulture Technology	Diploma
C15240P1	Horticulture Technology: Greenhouse Operations	Certificate

Programs of Study

C15240P2	Horticulture Technology: Outdoor Production	Certificate
C15240P3	Horticulture Technology	Certificate
A45380P	Human Services Technology: Social and Human Services	Associate in Applied Science
D45380P	Human Services Technology: Social and Human Services	Diploma
C45380P1	Human Services Technology: Social and Human Services	Certificate I
C45380P2	Human Services Technology: Social and Human Services	Certificate II
C45380P3	Human Services Technology: Social and Human Services	Certificate III
D35280P	Masonry	Diploma
C35280P	Masonry	Certificate I
C35280P2	Masonry	Certificate II
D35300P	Plumbing	Diploma
C35300P1	Plumbing	Certificate I
C35300P2	Plumbing	Certificate II
C35300P3	Plumbing: Commercial Plumbing	Certificate III

Programs, Degrees, Diplomas, and Certificates

Programs, Degrees, Diplomas, and Certificates

2025-2026 Academic Programs

Associate in Arts (A10100)

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

GENERAL EDUCATION (45 SHC)

The general education common course pathway includes study in the areas of English composition, humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

Programs, Degrees, Diplomas, and Certificates

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT

(All Universal General Education Transfer Component courses will transfer for equivalency credit.)

English Composition (6 SHC)

The following two English composition courses are required:

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Select three courses from the following in at least two different disciplines (9 SHC)

Communications

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)

Humanities/Fine Arts

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (9 SHC)

Select three courses from the following in at least two different disciplines:

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Programs, Degrees, Diplomas, and Certificates

Math (3-5 SHC)

Select one course from the following:

MAT 143	Quantitative Literacy	(3 SHC)
MAT 152	Statistical Methods I	(4 SHC)
MAT 171	Precalculus Algebra	(4 SHC)
MAT 175	Precalculus	(5 SHC)

Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):

AST 111	Descriptive Astronomy (3 SHC)	and	AST 111A Descriptive Astronomy Lab (1 SHC)
AST 151	General Astronomy I (3 SHC)	and	AST 151A General Astronomy Lab I (1 SHC)
BIO 110	Principles of Biology		(4 SHC)
BIO 111	General Biology I		(4 SHC)
CHM 151	General Chemistry I		(4 SHC)
GEL 111	Introductory Geology		(4 SHC)
PHY 110	Conceptual Physics (3 SHC)	and	PHY 110A Conceptual Physics Lab (1 SHC)

ADDITIONAL GENERAL EDUCATION HOURS (13-14 SHC)

An additional 13-14 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Total General Education Hours Required: 45

OTHER REQUIRED HOURS (15 SHC)

Academic Transition (1 SHC)

The following course is required:

ACA 122	College Transfer Success	(1 SHC)
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An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

***One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.**

Total Semester Hours Credit (SHC) in Program: 60-61*

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

ASSOCIATE IN GENERAL EDUCATION DEGREE (A10300)

The Associate in General Education curriculum 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 achieving 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 Graduates of this program will:

1. Demonstrate the ability to communicate clearly and effectively.
2. Demonstrate the ability to critically use documented research to arrive at supporting conclusions.
3. Employ fractions, percentages, and proportions to solve contextual problems or interpret tables, charts, and graphs.
4. Demonstrate knowledge of science and how it applies to everyday life.

Certificates and diplomas are not offered under this degree program.

GENERAL EDUCATION REQUIREMENTS (15-16SHC)

English Composition (6 SHC)			<u>Prerequisites</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
___	ENG 111	Writing and Inquiry	BSP 4002; co-req. with ENG 011	3	0	3
___	ENG 112	Writing/Research in the Disciplines	ENG 111	3	0	3

Humanities/Fine Arts (3 SHC)

Select **one** course from the following discipline areas.

___	ART 111	Art Appreciation	none	3	0	3
___	ART 114	Art History Survey I	none	3	0	3
___	ART 115	Art History Survey II	none	3	0	3
___	ENG 231	American Literature I	ENG 112, 113, or 114	3	0	3
___	ENG 232	American Literature II	ENG 112, 113, or 114	3	0	3
___	MUS 110	Music Appreciation	none	3	0	3
___	MUS 112	Introduction to Jazz	none	3	0	3
___	PHI 215	Philosophical Issues	ENG 111	3	0	3
___	PHI 240	Introduction to Ethics	ENG 111	3	0	3

Social/Behavioral Sciences (3 SHC)

Select **one** course from the following discipline areas.

___	ECO 251	Principles of Microeconomics	none	3	0	3
___	ECO 252	Principles of Macroeconomics	none	3	0	3
___	HIS 111	World Civilizations I	none	3	0	3
___	HIS 112	World Civilizations II	none	3	0	3
___	HIS 131	American History I	none	3	0	3
___	HIS 132	American History II	none	3	0	3
___	POL 120	American Government	none	3	0	3
___	PSY 150	General Psychology	none	3	0	3
___	SOC 210	Introduction to Sociology	none	3	0	3

Natural Sciences/Math (3-4 SHC)

Select **one** course from the following discipline areas.

___	AST 111	Descriptive Astronomy	none	3	0	3
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___AST 151	General Astronomy I	none	3	0	3
___AST 152	General Astronomy II	none	3	0	3
___BIO 110	Principles of Biology	none	3	3	4
___BIO 111	General Biology I	none	3	3	4
___BIO 112	General Biology II	BIO 111	3	3	4
___BIO 140	Environmental Biology	none	3	0	3
___BIO 168	Anatomy and Physiology I	none	3	3	4
___BIO 169	Anatomy and Physiology II	BIO 168	3	3	4
___BIO 240	Waste Management	BIO 110, 111, or BIO 140/140A	3	0	3
___BIO 242	Natural Resource Conservation	BIO 112 or BIO 140/140A	3	0	3
___BIO 275	Microbiology	BIO 110, 111, 163, 165, or BIO 168	3	3	4
___CHM 131	Intro to Chemistry	none	3	0	3
___CHM 151	General Chemistry I	none	3	3	4
___CHM 152	General Chemistry II	CHM 151	3	3	4
___GEL 111	Introductory Geology	none	3	2	4
___PHY 110	Conceptual Physics	none	3	0	3
___MAT 110	Math Measurements & Literacy	BSP 4003 (pre-req.); MAT 010 (co-req.)	2	2	3
___MAT 143	Quantitative Literacy	BSP 4002 & 4003 (pre-reqs.); co-req. with MAT 043	2	2	3
___MAT 152	Statistical Methods I	BSP 4002 & 4003 (pre-reqs.); co-req. with MAT 052	3	2	4
___MAT 171	Pre-calculus Algebra	BSP 4003 (pre-req.); MAT 071 (co-req.)	3	2	4
___MAT 172	Pre-calculus Trigonometry	MAT 171	3	2	4
___MAT 175	Pre-calculus	none	4	2	5
___MAT 271	Calculus I	MAT 172	3	2	4
___MAT 272	Calculus II	MAT 271	3	2	4

REQUIRED COURSES (4 SHC)

Computers (3 SHC) .

___CIS 110	Introduction to Computers	none	2	2	3
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Student Success (1 SHC)

Select **one** course from the following choices. *All students should register for one of these courses during their first semester.*

___ACA 111	College Student Success	none	1	0	1
___ACA 122	College Transfer Success	none	0	2	1

MAJOR REQUIREMENTS (45 SHC)

Major Requirements (45 SHC)

Select 45 SHC from additional general education and professional courses offered through the curriculum division at PCC.

Course & Credit Hours		Course & Credit Hours		Course & Credit Hours	

Total Semester Hours Credit (SHC) in Program:

64-65

Associate in Science (A10400)

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North – Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

GENERAL EDUCATION (45 SHC)		
The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.		
UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT		
<i>(All Universal General Education Transfer Component courses will transfer for equivalency credit.)</i>		
English Composition (6 SHC)		
<i>The following two English composition courses are required:</i>		
ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)
<i>Select two courses from the following in at least two different disciplines (6 SHC)</i>		
Communications		
COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)
Humanities/Fine Arts		
ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)
Social/Behavioral Sciences (6 SHC)		
<i>Select two courses from the following in at least two different disciplines:</i>		
ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Math (8-9 SHC)

Select two courses from the following:

MAT 171	Precalculus Algebra	(4 SHC)
MAT 172	Precalculus Trigonometry	(4 SHC)
MAT 175	Precalculus	(5 SHC)
MAT 263	Brief Calculus	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

AST 151 General Astronomy I (3 SHC)	and	AST 151A General Astronomy Lab I (1 SHC)
AST 152 General Astronomy II (3 SHC)	and	AST 152A General Astronomy Lab II (1 SHC)
BIO 110 Principles of Biology		(4 SHC)
BIO 111 General Biology I (4 SHC)	and	BIO 112 General Biology II (4 SHC)
CHM 151 General Chemistry I (4 SHC)	and	CHM 152 General Chemistry II (4 SHC)
GEL 111 Introductory Geology		(4 SHC)
PHY 110 Conceptual Physics (3 SHC)	and	PHY 110A Conceptual Physics Lab (1 SHC)
PHY 151 College Physics I (4 SHC)	and	PHY 152 College Physics II (4 SHC)
PHY 251 General Physics I (4 SHC)	and	PHY 252 General Physics II (4 SHC)

ADDITIONAL GENERAL EDUCATION HOURS (11 SHC)

An additional 11 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Total General Education Hours Required: 45**OTHER REQUIRED HOURS (15 SHC)****Academic Transition (1 SHC)**

The following course is required:

ACA 122 College Transfer Success	(1 SHC)
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An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

***One semester hour of credit may be included in a 61 SHC associate in science program of study. The transfer of this hour is not guaranteed.**

Total Semester Hours Credit (SHC) in Program: 60-61*

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

Accounting and Finance

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession.

Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and government agencies. 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.
- Use financial/accounting skills to produce withholding computations, tax forms, tax returns, and other financial documents.
- Demonstrate the ability to use computer concepts and proficiency in electronic accounting systems.
- Identify and use basic steps of financial planning to create a personal financial plan.
- Demonstrate mastery of accounting skills for adjusting entries, correction of accounting errors, payroll, and inventory.

Associate in Applied Science- Accounting and Finance Degree A25800

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
___ACA 111 or 122 College Student Success		2	1
___ACC 120 Principles of Financial Accounting		3/2	4
___BUS 110 Introduction to Business ³		3	3
___MAT 143 Quantitative Literacy	BSP 4003/BSP 4002	3	3
___ENG 111 Writing & Inquiry	ENG 011/BSP 4002	3	3
___CIS 110 Intro to Computers		2/2	3
Total Hours	17		

Second Semester (spring)

___ENG 112 Writing/Research in the Disciplines	ENG 111	3	3
___ACC 121 Principles of Managerial Accounting	ACC 120	3/2	4
___Humanities/Fine Arts Elective		3	3
___ACC 140 Payroll Accounting ^{3,4}	ACC 115 or ACC 120	1/3	2
___BAF 131 Fundamentals of Lending ³	ACC 120	3	3
___CTS 130 Spreadsheet Applications		2/2	3

Total Hours 18

Third Semester (fall)

___BAF 110 Principles of Banking ³		3	3
___ACC 131 Federal Income Taxes ^{2,3,4}		2/2	3
___ECO 251* Principles of Microeconomics		3	3
___BUS 115 Business Law I		3	3
___ACC 220 Intermediate Accounting	ACC 120	3/2	4

Total Hours 16

Fourth Semester (spring)

____ Social Science Elective		3	3
____ BUS 125 Personal Finance		3	3
____ BUS 137 Principles of Management		3	3
____ MKT 120 Principles of Marketing		3	3
____ ACC 150 Accounting Software Applications ^{3,4}	ACC 115 or ACC 120	1/3	2
Total Hours	14		

TOTAL DEGREE HOURS 65

Bolded Courses are Transferable.

Approved Elective List: ACC, BAF 110/131, BUS 125/137/139/153/260, ECO, MKT 120, OST 136/236, SPA, LDR

¹ Students are required to take either ECO 251 or ECO 252 to fill the Economics Requirement. Students are recommended to take both.

² ACC 130 may be substituted for ACC 131 when offered.

³ General Accounting & Finance = 9 hours from ACC 130, ACC 131, ACC 140, ACC 150, BAF 110, BAF 131, BUS 110

⁴ Accounting=ACC 220, ACC 140 OR ACC 150, ACC 131

Accounting and Finance Diploma D25800

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
___ACA 111 or 122 College Student Success		2	1
___BUS 115 Business Law I		3	3
___ACC 120 Principles of Financial Accounting		3/2	4
___BUS 110 Introduction to Business		3	3
___ENG 111 Writing & Inquiry	ENG 011/BSP 4002	3	3

Total Hours 14

Second Semester (spring)

___ACC 121 Principles of Managerial Accounting	ACC 120	3/2	4
___BUS 125 Personal Finance		3	3
___ACC 150 Accounting Software Applications	ACC 115 or ACC 120	1/3	2
___ACC 131 Federal Income Taxes		2/2	3

Total Hours 12

Third Semester (fall)

___CIS 110 Intro to Computers		2/2	3
___ACC 140 Payroll Accounting	ACC 115 or ACC 120	1/3	2
___MAT 143 Quantitative Literacy	BSP 4003/BSP 4002	3	3
___ACC 220 Intermediate Accounting	ACC 120	3/2	4

Total Hours 12

TOTAL DIPLOMA HOURS 38

Accounting and Finance Certificate C25800

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
___ ACC 120 Principles of Financial Accounting		3/2	4
___ ACC 131 Federal Income Taxes		2/2	3
___ CIS 110 Intro to Computers		2/2	3

Total Hours 10

Second Semester (spring)

___ ACC 121 Principles of Managerial Accounting	ACC 120	3/2	4
___ ACC 140 Payroll Accounting	ACC 115 or ACC 120	1/3	2
___ ACC 150 Accounting Software Applications	ACC 115 or ACC 120	1/3	2

Total Hours 8

TOTAL CERTIFICATE HOURS 18

Bookkeeping Certificate C25800B

Course Requirements and Suggested Sequence

First Semester (fall)

___ACC 120 Principles of Financial Accounting

___BUS 115 Business Law I

Prerequisites

Class

Credit

3/2

4

3

3

Total Hours 7

Second Semester (spring)

___ACC 150 Accounting Software Applications

ACC 120

1/3

2

___CIS 110 Intro to Computers

2/2

3

___ACC 180 Practices in Bookkeeping

ACC 120

3

3

Total Hours 8

TOTAL CERTIFICATE HOURS 15

Payroll Accounting Certificate C25800C

Course Requirements and Suggested Sequence

First Semester (fall)

____ACC 120 Principles of Financial Accounting
____ACC 131 Federal Income Taxes^{2,3,4}
____BUS 153 Human Resources Management

Prerequisites

Class

Credit

3/2

4

2/2

3

3

3

Total Hours 10

Second Semester (spring)

____ACC 140 Payroll Accounting^{3,4} ACC 115 or ACC 120
____ACC 150 Accounting Software Applications ACC 120
____CTS 130 Spreadsheet Applications

1/3

2

3/2

2

2/2

3

Total Hours 7

TOTAL CERTIFICATE HOURS 17

Business Administration

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. 118

Program Student Learning Outcomes Graduates of this program will:

- Demonstrate and apply business concepts as a foundation for studying other business subjects.
- Understand personal finance strategies, including asset management, the use of credit, saving and investing, individual retirement accounts, and debt management.
- Demonstrate an understanding of basic business law, its practices and principles, and the legal environment in which business operates.
- Communicate information effectively in today's technology-oriented

Associate in Business Administration Degree A25120

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
___ACA 111 or 122 College Student Success		2	1
___ENG 111 Writing & Inquiry	ENG 011/BSP 4002	3	3
___ACC 120 Principles of Financial Accounting		3/2	4
___CIS 110 Intro to Computers		2/2	3
___BUS 110 Introduction to Business		3	3
___MAT 143 Quantitative Literacy	BSP 4003/BSP 4002	3	3

Total Hours 17

Second Semester (spring)

___ACC 121 Principles of Managerial Accounting	ACC 120	3/2	4
___BUS 137 Principles of Management		3	3
___ECO 252* Principles of Macroeconomics		3	3
___ENG 112 Writing/Research in the Disciplines	ENG 111	3	3
___ACC 150 Accounting Software Applications	ACC 115 or ACC 120	1/3	2

Total Hours 15

Third Semester (fall)

___BUS 115 Business Law		3	3
___BUS 153 Human Resources Management		3	3
___ECO 251* Principles of Microeconomics		3	3
___BUS 260 Business Communications	ENG 111	3	3
___Social/Behavioral Science Elective		3	3
___Humanities/Fine Arts Elective		3	3

Total Hours 18

Fourth Semester (spring)

___ BUS 125 Personal Finance	3	3
___ BUS 139 Entrepreneurship	3	3
___ MKT 120 Principles of Marketing	3	3
___ Approved Elective	3	3
___ Approved Elective	3	3
Total Hours	15	

TOTAL DEGREE HOURS 65

Bolded Courses are Transferable.

Approved Elective List: ACC, BAF 110/131, BUS 125/137/139/153/260, ECO, MKT 120, OST 136/236, SPA, LDR

*Students are required to take either ECO 251 or ECO 252 to fill the Economics Requirement. Students are recommended to take both courses.

Business Administration Certificate C25120

Course Requirements and Suggested Sequence

First Semester (fall)		<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
___	ACC 120 Principles of Financial Accounting		3/2	4
___	BUS 110 Introduction to Business		3	3
___	BUS 115 Business Law I		3	3
Total Hours				10
Second Semester (spring)				
___	MKT 120 Principles of Marketing		3	3
___	CIS 110 Introduction to Computers		2/2	3
Total Hours				6
TOTAL CERTIFICATE HOURS		16		

Small Business Certificate C25120B

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____BUS 110 Introduction to Business		3	3

Total Hours 3

Second Semester (spring)

____MKT 120 Principles of Marketing	3	3
____BUS 125 Personal Finance	3	3
____BUS 139 Entrepreneurship I	3	3

Total Hours 9

TOTAL CERTIFICATE HOURS 12

Business Application Certificate C25120C

Course Requirements and Suggested Sequence

First Semester (fall)

____ **BUS 110** Introduction to Business

____ **ACC 120** Principles of Financial Accounting

Prerequisites

Class

Credit

3

3

3/2

4

Total Hours

7

Second Semester (spring)

____ **OST 136** Word Processing

3

3

____ **CIS 110** Introduction to Computers

2/2

3

____ **ACC 150** Accounting Software Applications

1

2

Total Hours

8

TOTAL CERTIFICATE HOURS

15

Banking Certificate C25120D

Course Requirements and Suggested Sequence

First Semester (fall)		<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
___	ACC 120 Principles of Financial Accounting		3/2	4
___	BAF 110 Principles of Banking		3	3
Total Hours				7

Second Semester (spring)

___	ECO 252 Principles of Macroeconomics		3	3
___	BAF 131 Fundamentals of Bank Lending	ACC 120	3	3
___	BUS 125 Personal Finance		3	3
Total Hours				9
TOTAL CERTIFICATE HOURS		16		

CCP Business Administration Certificate C25120C1

Course Requirements and Suggested Sequence

First Semester (fall)		<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
___	BUS 110 Introduction to Business		3	3
___	BUS 115 Business Law		3	3
Total Hours		6		
Second Semester (spring)				
___	BUS 137 Principles of Management		3	3
___	MKT 120 Principles of Marketing		3	3
Total Hours		6		
TOTAL CERTIFICATE HOURS		12		

Cosmetology

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 all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and 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 Graduates of this program will:

- Demonstrate appropriate infection control and sanitation/decontamination procedures.
- Demonstrate the understanding of hair cutting theory through practical hair cutting.
- Demonstrate the principles of hair styling theory through practical hairstyling.
- Demonstrate appropriate procedures for chemical texture services.
- Demonstrate an understanding of color theory and application.

COS Cosmetology Diploma D55140

Course Requirements and Suggested Sequence

First Semester (fall/spring)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ACA 111 College Student Success	1		1
____COS 111 Cosmetology Concepts I	4		4
____COS 112 Cosmetology Salon I	Co-req COS 111 & 112	24	8
Total Hours	13		
Second Semester (spring)			
____ENG 101 Applied Communications I	3		3
____COS 113 Cosmetology Concepts II	Prerequisites COS 111 & 112	4	4
____COS 114 Cosmetology Concepts II		24	8
Total Hours	15		
Third Semester (summer)			
____COS 115 Cosmetology Concepts III	Prerequisites COS 111 & 112	4	4
____COS 116 Cosmetology Salon III		12	4
Total Hours	8		
Fourth Semester (fall)			
____MAT 110 Mathematical Measurement PI	2		3
____COS 118 Cosmetology Salon IV	Prerequisites COS 111 & 112	21	7
____COS 240 Contemporary Design 3 Lab		1 class	2
Total Hours	12		
TOTAL DEGREE HOURS	48		

***Bolded Courses are Transferable.**

COS Cosmetology Certificate (C55140)

COS Cosmetology Certificate C55140

Course Requirements and Suggested Sequence

First Semester (fall/spring)

	<u>Co-Reg/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____COS 111 Cosmetology Concepts I	4		4
____COS 112 Cosmetology Salon I	Co-req COS 111 & 112	24	8
Total Hours	12		

Second Semester (spring)

____COS 113 Cosmetology Concepts II	Prerequisites COS 111 & 112	4	4
____COS 114 Cosmetology Concepts II		24	8
Total Hours	12		

Third Semester (summer)

____COS 115 Cosmetology Concepts III	Prerequisites COS 111 & 112	4	4
____COS 116 Cosmetology Salon III		12	4
Total Hours	8		

Fourth Semester (fall)

____COS 240 Contemporary Design	Prerequisites COS 111 & 112	1/3	2
Total Hours	2		

TOTAL DEGREE HOURS 34

***Bolded Courses are Transferable.**

CCP COS Cosmetology Certificate C55140C1

Course Requirements and Suggested Sequence

First Semester (fall/spring)

	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____COS 111 Cosmetology Concepts I	4		4
____COS 112 Cosmetology Salon I	Co-req COS 111 & 112	24	8
Total Hours	12		

Second Semester (spring)

____COS 113 Cosmetology Concepts II	Prerequisites COS 111 & 112	4	4
____COS 114 Cosmetology Concepts II		24	8

Total Hours 12

Third Semester (summer)

____COS 115 Cosmetology Concepts III	Prerequisites COS 111 & 112	4	4
____COS 116 Cosmetology Salon III		12	4

Total Hours 8

Fourth Semester (fall)

____COS 240 Contemporary Design	Prerequisites COS 111 & 112	1/3	2
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Total Hours 2

TOTAL DEGREE HOURS 34

***Bolded Courses are Transferable.**

Criminal Justice Technology (A55180)

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

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

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

Program Student Learning Outcomes Graduates of this program will:

- Demonstrate an understanding of the American Criminal Justice System, its obligations to the community and the scope of responsibilities of the various local, state, and federal law enforcement agencies beginning with arrest, through corrections.
- Articulate the major criminological theories regarding criminal behavior, the social implications of crime, and how these concepts relate to crime, criminal behavior, and victimology.
- Analyze the concepts of law and utilize legal investigative proficiencies applied to preparing and presenting case work. Demonstrate the ability to translate this information to written, verbal, and electronic formats.
- Collaborate to describe the importance of standards related to ethics, communication, and cooperation within a variety of cultures and situations in the Criminal Justice System.

Associate in Applied Science Degree A55180

Course Requirements and Suggested Sequence

First Semester (fall)	Co-Req/Prerequisites	Class	Credit
___ ACA 111 College Student Success		2	1
___ ENG 111 Writing & Inquiry	ENG 011/BSP 4002	3	3
___ CIS 110 Intro to Computers	Comp Eval 100 or CIS-070	3	3
___ CJC 111 Intro to Criminal Justice		3	3
___ CJC 112 Criminology		3	3
___ CJC 113 Juvenile Justice		3	3
Total Hours	16		

Second Semester (spring)

___ MAT 143 Quantitative Literacy	MAT 003/ BPS 4002/ENG 002	3	3
___ ENG 112 Writing/Research in the Discipline	ENG 111	3	3
___ CJC 121 Law Enforcement Operations		3	3
___ CJC 131 Criminal Law		3	3
___ CJC 132 Court Procedures and Evidence		3	3
Total Hours	15		

Third Semester (fall)

___ Humanities/Fine Arts Elective		3	3
___ Social/Behavioral Science Elective		3	3
___ CJC 120 Interviews and Interrogations		3	2
___ CJC 122 Community Policing		3	3
___ CJC 214 Victimology		3	3
___ CJC 221 Investigative Principles		5	4
Total Hours	18		

Fourth Semester (spring)

___ CJC 141 Corrections		3	3
___ CJC 211 Counseling		3	3
___ CJC 212 Ethics & Community Relations		3	3
___ CJC 213 Substance Abuse		3	3
___ CJC 223 Organized Crime		3	3
___ CJC 231 Constitutional Law		3	3
Total Hours	18		

TOTAL DEGREE HOURS 67

***Bolded Courses are Transferable.**

Criminal Justice Technology Diploma D55180

Course Requirements and Suggested Sequence

First Semester (fall)	Co-Req/Prerequisites	Class	Credit
___ ACA 111 College Student Success		2	1
___ ENG 111 Writing & Inquiry	ENG 011/BSP 4002	3	3
___ CIS 110 Intro to Computers	Comp Eval 100 or CIS-070	4	3
___ CJC 111 Intro to Criminal Justice		3	3
___ CJC 112 Criminology		3	3
___ CJC 113 Juvenile Justice		3	3
Total Hours	16		

Second Semester (spring)

___ CJC 121 Law Enforcement Operations	3	3
___ CJC 131 Criminal Law	3	3
___ CJC 132 Court Procedures and Evidence	3	3
___ CJC 141 Corrections	3	3
___ CJC 223 Organized Crime	3	3

Total Hours 15

Third Semester (fall)

___ Social/Behavioral Science Elective	3	3
___ CJC 120 Interviews and Interrogations	3	2
___ CJC 122 Community Policing	3	3
___ CJC 221 Investigative Principles	5	4

Total Hours 12

TOTAL DIPLOMA HOURS 43

Certificate I Criminal Justice Technology C55180

Course Requirements and Suggested Sequence

First Semester (fall)	Prerequisites	Class	Credit
___ CJC 113 Juvenile Justice		3	3
___ CJC 120 Interviews and Interrogations		3	2
___ CJC 122 Community Policing		3	3
___ CJC 221 Investigative Principles		5	4

Total Hours 12

TOTAL CERTIFICATE HOURS 12

Certificate II Criminal Justice Technology C55180B

Course Requirements and Suggested Sequence

First Semester (spring)	Prerequisites	Class	Credit
___ CJC 121 Law Enforcement Operations		3	3
___ CJC 131 Criminal Law		3	3
___ CJC 132 Court Procedure and Evidence		3	3
___ CJC 141 Corrections		3	3

Total Hours 12

TOTAL CERTIFICATE HOURS 12

Early Childhood Education

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

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

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

Program Student Learning Outcomes Graduates of this program will:

- Apply selected theories and concepts of child development to the education of young children.
- Plan and implement developmentally appropriate experiences that stimulate children's development and learning.
- Provide an optimal learning environment for young children.
- Establish and maintain a safe and healthy environment for young children.
- Provide positive guidance for young children.
- Communicate effectively with children, co-workers, and parents.

Early Childhood Education (A55220 CT & BK)

Associate in Applied Science Degree A55220-CT (Career Track)

Course Requirements and Suggested Sequence

First Semester (fall)	Co-Req/Prerequisites	Class	Credit
____ACA 111 College Student Success or ____ACA 122 College Transfer Success		1 2	1 1
____CIS 110 Intro to Computers		4	3
____ENG 111 Writing & Inquiry	Pre-Requisite Rules	3	3
____EDU 119 Intro. To Early Childhood Ed.		4	4
____EDU 144 Child Development I		3	3
____EDU 146 Child Guidance		3	3

Total Hours 17

Second Semester (spring)

____Math or Science Course	See College Catalog	3	3/4
____ENG 112 Writing/Research in the Discipline	ENG 111	3	3
____EDU 145 Child Development II		3	3
____EDU 151 Creative Activities		3	3
____EDU 153 Health, Safety, & Nutrition		3	3

Total Hours 15-16

Third Semester (fall)

____PSY 150 General Psychology		3	3
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___ EDU 131 Child, Family, & Community		3	3
___ EDU 221 Children with Exceptionalities	EDU 144 & 145	3	3
___ Humanities /Fine Arts Elective		3	3
___ Elective 1		3	3
___ EDU 280 Language & Literacy Experiences		3	3
Total Hours	18		

Fourth Semester (spring)

___ EDU 234 Infants, Toddlers, & Twos	EDU 119	3	3
___ SOC 210 Intro to Sociology		3	3
___ EDU 284 Early Childhood Capstone Practicum	119,144, 145, 146, & 151	1	4
___ Elective 2		3	3/4
___ Elective 3		3	3/4
Total Hours	16-18		

TOTAL DEGREE HOURS 66-69 ***Bolded Courses are Transferable.**

Associate in Applied Science Degree A55220-BK (BK Transfer Track)

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
___ ACA 122 College Transfer Success		2	1
___ COM 231 Public Speaking	ENG 111	3	3
___ ENG 111 Writing & Inquiry	Pre-Requisite Rules	3	3
___ EDU 119 Intro. To Early Childhood Ed.		4	4
___ EDU 144 Child Development I		3	3
___ EDU 146 Child Guidance		3	3
Total Hours	17		

Second Semester (spring)

___ MAT 143 Quantitative Literacy	Pre-Requisite Rules	2	3
___ ENG 112 Writing/Research in the Discipline	ENG 111	3	3
___ EDU 145 Child Development II		3	3
___ EDU 151 Creative Activities		3	3
___ EDU 153 Health, Safety, & Nutrition		3	3
___ BIO 110 or 111 (UGETC Biological Science)		3	4
Total Hours	19		

Third Semester (fall)

___ PSY 150 General Psychology		3	3
___ EDU 131 Child, Family, & Community		3	3
___ EDU 221 Children with Exceptionalities	EDU 144 & 145	3	3
___ UGETC Natural Science Course	See College Catalog	3	4
___ EDU 250 Teacher Lic. Prep. Or	ENG 111 & Mat 143	3	3
___ EDU 261 E.C. Admin. I	EDU 119	3	3
___ EDU 280 Language & Literacy Experiences		3	3
Total Hours	19		

Fourth Semester (spring)

___EDU 234 Infants, Toddlers, & Twos	EDU 119	3	3
___ SOC 210 Intro to Sociology		3	3
___EDU 284 Early Childhood Capstone Practicum	119,144, 145, 146, & 151	1	4
___ Humanities /Fine Arts Elective		3	3
___ EDU 216 Foundations of Ed. Or		3	3
___EDU 262 E.C. Admin. II	EDU 119 & 261	3	3

Total Hours 16

TOTAL DEGREE HOURS 71 ***Bolded Courses are Transferable.**

Early Childhood Education Career Track Diploma D55220-CT

Course Requirements and Suggested Sequence

First Semester (fall)	Co-Req/Prerequisites	Class	Credit
___ACA 111 College Student Success or		1	1
___ ACA 122 College Transfer Success		2	1
___ CIS 110 Intro to Computers		4	3
___ ENG 111 Writing & Inquiry	Pre-Requisite Rules	3	3
___EDU 119 Intro. To Early Childhood Ed.		4	4
___ EDU 144 Child Development I		3	3
___EDU 146 Child Guidance		3	3

Total Hours 17

Second Semester (spring)

___ EDU 145 Child Development II		3	3
___EDU 151 Creative Activities		3	3
___EDU 153 Health, Safety, & Nutrition		3	3
___ SOC 210 Intro to Sociology		3	3
___EDU 284 Early Childhood Capstone Practicum	119,144, 145, 146, & 151	1	4

Total Hours 16

Third Semester (fall)

___ PSY 150 General Psychology		3	3
___ EDU 131 Child, Family, & Community		3	3
___ EDU 221 Children with Exceptionalities	EDU 144 & 145	3	3
___ ENG 112 Writing/Research in the Discipline	ENG 111	3	3

Total Hours 12

Total Diploma Hours: 45 ***Bolded Courses are Transferable.**

Early Childhood Education BK Transfer Track Diploma D55220-BK

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ ACA 122 College Transfer Success	Pre-Requisite Rules	2	1
____ ENG 111 Writing & Inquiry		3	3
____ EDU 119 Intro. To Early Childhood Ed.		4	4
____ EDU 144 Child Development I		3	3
____ EDU 146 Child Guidance		3	3
Total Hours	14		

Second Semester (spring)

____ EDU 145 Child Development II		3	3
____ EDU 151 Creative Activities		3	3
____ EDU 153 Health, Safety, & Nutrition		3	3
____ SOC 210 Intro to Sociology		3	3
____ EDU 284 Early Childhood Capstone Practicum	119,144, 145, 146, & 151	1	4
Total Hours	16		

Third Semester (fall)

____ PSY 150 General Psychology		3	3
____ EDU 131 Child, Family, & Community		3	3
____ EDU 221 Children with Exceptionalities	EDU 144 & 145	3	3
____ ENG 112 Writing/Research in the Discipline	ENG 111	3	3
____ UGETC Natural or Biological Science	See College Catalog	3	4
Total Hours	15-16		

Total Diploma Hours: 45-46 ***Bolded Courses are Transferable.**

Early Childhood Certificate C55220

Course Requirements and Suggested Sequence

First Semester (fall)

	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ EDU 119 Intro. To Early Childhood Ed.		4	4
____ EDU 144 Child Development I		3	3
____ EDU 146 Child Guidance		3	3
Total Hours	10		

Second Semester (spring)

____ EDU 153 Health, Safety, & Nutrition	3	3
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Total Hours 3

TOTAL CERTIFICATE HOURS: 13 ***Bolded Courses are Transferable.**

Early Childhood School Age Certificate C55220SA

Course Requirements and Suggested Sequence

First Semester (fall)

	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____EDU 119 Intro. To Early Childhood Ed.		4	4
____EDU 146 Child Guidance		3	3
Total Hours	7		

Second Semester (spring)

____ EDU 144 Child Development I		3	3
____EDU 153 Health, Safety, & Nutrition		3	3
____EDU 235 School Age Dev. & Programming		3	3
Total Hours	9		

TOTAL CERTIFICATE HOURS: 16

***Bolded Courses are Transferable.**

Early Childhood Infant & Toddler Certificate C55220IT

Course Requirements and Suggested Sequence

First Semester (fall)

	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____EDU 119 Intro. To Early Childhood Ed.		4	4
____ EDU 131 Child, Family, & Community		3	3
____EDU 144 Child Development I		3	3
Total Hours	10		

Second Semester (spring)

____EDU 153 Health, Safety, & Nutrition		3	3
____EDU 234 Infants, Toddlers, & Two's	EDU 119	3	3
Total Hours	6		

TOTAL CERTIFICATE HOURS: 16

***Bolded Courses are Transferable.**

Early Childhood Preschool Certificate C55220PS

Course Requirements and Suggested Sequence

First Semester (fall)

	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____EDU 119 Intro. To Early Childhood Ed.		4	4
____ EDU 131 Child, Family, & Community		3	3
____EDU 146 Child Guidance		3	3
Total Hours	10		

Second Semester (spring)

____ EDU 145 Child Development II	3	3
____EDU 153 Health, Safety, & Nutrition	3	3
Total Hours	6	

TOTAL CERTIFICATE HOURS: 16 ***Bolded Courses are Transferable.**

Early Childhood Early Childhood Administration Certificate C55220AD

Course Requirements and Suggested Sequence

First Semester (fall)

	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____EDU 119 Intro. To Early Childhood Ed.		4	4
____ EDU 131 Child, Family, & Community		3	3
____EDU 261 E.C. Admin. I	EDU 119	3	3
Total Hours		10	

Second Semester (spring)

____EDU 153 Health, Safety, & Nutrition		3	3
____EDU 262 E.C. Admin. II	EDU 119 & 261	3	3
Total Hours		6	

TOTAL CERTIFICATE HOURS: 16 ***Bolded Courses are Transferable.**

[NC-DCDEE Credential Requirements](#) can be found on the college website.

Electrical Systems Technology

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

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require. 152

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

Program Student Learning Outcomes Graduates of this program will:

- Demonstrate the ability to troubleshoot and repair residential DC/AC circuits using electrical test equipment.
- Apply physical and mathematical concepts to demonstrate the functions of electronic circuits.
- Demonstrate the ability to construct basic residential wiring and installation.
- Demonstrate the effective use of the National Electronic Code to identify code sections

Electrical Systems Technology (A35130)

Associate in Applied Science Degree A35130

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
___ ELC-118 National Electrical Code		1	2
___ ELC-113 Residential Wiring		2	4
___ ELC-132 Electrical Drawing		1	2
___ ALT-120 Renewable Energy		2	3
___ ENG-111 Writing & Inquiry	ENG 011/BSP 4002	3	3
___ Humanities /Fine Arts Elective		3	3

Total Hours 17

Second Semester (spring)

___ ELC-114 Commercial Wiring	2	4
___ ELC-119 NEC Calculations	1	2
___ ELC-215 Electrical Maintenance	2	3
___ ELC-138 DC Circuit Analysis	3	4
___ CIS-110 Intro to Computers	2	3

Total Hours 16

Third Semester (fall)

___ ELC-139 AC Circuit Analysis	3	4
___ ELC-128 Intro to PLC	2	3
___ ELN-131 Analog Electronics I	3	4
___ ENG-112 Writing/Research in the Disciplines	ENG-111	3
___ Social/Behavioral Elective		3

Total Hours 17

Fourth Semester (spring)

___ ELC-117 Motor & Controls	2	4
___ ELN-133 Digital Electronics	3	4
___ ISC-121 Envir Health & Safety	3	3
___ MAT-110 Math Measurement & Literacy	2	3

_____ Elective course **	Consult academic advisor	3	3
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Total Hours	17
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TOTAL DEGREE HOURS	67
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***Bolded Courses are Transferable.**

Electrical Systems Technology Certificate I (C35130A)

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
_____ ELC-113 Residential Wiring		2	4
_____ ELC-132 Electrical Drawing		1	2
_____ ELC-111 Intro to Electricity		2	3
_____ <i>ISC-121 Envir Health & Safety**</i>		3	3

TOTAL CERTIFICATE HOURS	12
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ISC 121 is sometimes offered during the Spring Semester

Electrical Systems Technology Certificate II (C35130B)

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
_____ ELC-117 Motors & Controls		2	4
_____ ELC-128 Intro to PLC		2	3
_____ ELC-114 Commercial Wiring		2	4
_____ <i>ISC-121 Envir Health & Safety***</i>		3	3

TOTAL CERTIFICATE HOURS	14
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ISC 121 is sometimes offered during the Spring Semester

Web Version: Created April 2023

Environmental Science Technology

The Environmental Science Technology curriculum is a program that focuses on environment- related issues using scientific, social scientific, or humanistic approaches or a combination. 00157

Potential coursework includes instruction in the basic principles of ecology and environmental science and related subjects such as policy, politics, law, economics, social aspects, planning, pollution control, natural resources, and the interactions of human beings and nature.

Graduates are prepared for employment opportunities with numerous positions within industry. Opportunities include, but are not limited to, the following: Chemical and Biological Analysis; Water and Wastewater Treatment; EPA Compliance; Hazardous Material Handling.

Contaminated Site Assessment and Remediation; Federal, State, and Local Land Management Agencies; Private Conservation Organizations; Environmental Regulatory Compliance and Enforcement.

Program Student Learning Outcomes Graduates of this program will:

- Articulate the interconnected and interdisciplinary nature of environmental studies.
- Use quantitative reasoning, observation, technical, and analytical skills for scientific problem-solving and interpretation of environmental data.
- Understand and evaluate the global scale of environmental problems.
- Characterize and analyze human impacts on the environment.

Associate in Environmental Science Technology

Course Requirements & Suggested Sequence

		Prerequisite Courses	Credit Hours
First Semester (Fall)			
ACA 111	College Student Success	None	1
BIO 140	Environmental Biology	None	3
BIO 140A	Environmental Biology Lab	None	1
CIS 110	Intro. To Computers	None	3
<u>Math Course (Choose 1)</u>			
MAT 110	Math Measurement & Literacy	DMA 010,020,030,040, and 050	3
MAT 143	Quantitative Literacy	DMA 010,020,030,040, 050 & DRE-0	3
MAT 152	Statistical Methods	DMA 010,020,030,040, and 050	4
MAT 171	Precalculus Algebra	DMA 010,020,030,040, 050, 060, 070, 080 & DRE-098 or Placement	4
<u>Biology Course (Choose 1)</u>			
BIO 110	Principles of Biology	DMA 010,020 and 030	4
BIO 111	General Biology I	DMA 010,020,030,040, and 050	4
Total Semester Hours			15-16

Second Semester (Spring)

CHM 131	Intro to Chemistry	DMA 010,020,030,040, and 050	3
CHM131A	Intro to Chemical La	DMA 010,020,030,040, and 050	1
BIO 240	Waste Management	BIO 110 or BIO 111, or BIO 140 & 1	3
ENV 214	Water Quality	None	4
ENG 111	Writing & Inquiry	DRE-098	3
ENV 218	Environmental Health	None	3
Total Semester Hours			17

Third Semester (Fall 2)

ENG 112	Writing in the Discipline	ENG 111	3
Social/Behavioral Elective		None	3
Environmental Sci. Elective		*Depends on ENV Elective Course	3-4
Environmental Sci. Elective		*Depends on ENV Elective Course	3-4
<u>Safety Course (Choose 1)</u>			
ISC 121	Environmental Health & Safety	None	3
ISC 112	Industrial Safety	None	2
Total Semester Hours			14-17

	Prerequisite Courses	Credit Hours
Fourth Semester (Spring 2)		1
ENV 228 Environmental Issues	None	3
Humanities/Fine Arts Elective	*Some require ENG 111	3-4
Environmental Sci. Elective	*Depends on ENV Elective Course	3-4
Environmental Sci. Elective	*Depends on ENV Elective Course	3-4
Environmental Sci. Elective	*Depends on ENV Elective Course	3-4
*Environmental Sci. Elective (Depends on current # of Env. Hrs at this point if requir		
Total Semester Hours		13-20

Total Semester Hours Credit (SHC) in Program: **64-70**

Program Certificates

	Prerequisite Courses	Credit Hours
Env. Health & Safety Certificate (C20140B)		
BIO 140 Environmental Biology	None	3
BIO 140A Environmental Biology Lab	None	1
ENV 218 Environmental Health	None	3
ENV 226 Environmental Law	None	3
<u>Safety Course (Choose 1)</u>		
ISC 121 Environmental Health & Safety	None	3
ISC 112 Industrial Safety	None	2

Total Semester Hours Credit (SHC) in Certificate: **12-13**

	Prerequisite Courses	Credit Hours
Water Resource Management Certificate(C20230B)		
BIO 140 Environmental Biology	None	3
BIO 140A Environmental Biology Lab	None	1
ENV 214 Water Quality	None	4
ENV 218 Environmental Health	None	3
ENV 228 Environmental Issues	None	1

Total Semester Hours Credit (SHC) in Certificate: **12**

Natural Resource Conservation Cert. (C20230B)		Prerequisite Courses	Credit Hours
BIO 140	BIO Environmental Biology	None	3
140A	Environmental Biology Lab	None	1
		BIO140 & 140A	4
ENV 224	Land Resource Management	None	1
ENV 228	Environmental Issues		
<u>Watershed Course (Choose 1)</u>		BIO140 & 140A	
ENV 236	Wetlands Science	None	3
ENV 250	Rural Watershed Protection		4
Total Semester Hours Credit (SHC) in Certificate:			12-13

Environmental Management Technology

The Environmental Management Technology curriculum is a general program that focuses on studies and activities relating to the natural environment and its conservation, use, and improvement.

Potential course work includes instruction in subjects such as climate, air, soil, water, land, fish and wildlife, and plant resources; in the basic principles of environmental science and natural resources management; and the recreational and economic uses of renewable and nonrenewable natural resources.

Graduates are prepared for employment opportunities with numerous positions within industry. Opportunities include, but are not limited to, the following: Chemical and Biological Analysis; Water and Wastewater Treatment; EPA Compliance; Hazardous Material Handling, Contaminated Site Assessment and Remediation; Federal, State, and Local Land Management Agencies; Private Conservation Organizations; Environmental Regulatory Compliance and Enforcement.

Program Student Learning Outcomes Graduates of this program will:

- Explain the scientific method and demonstrate the ability to apply all aspects of it during scientific investigation.
- Demonstrate an ability to understand and apply biological concepts and processes.
- Apply knowledge, research skills, laboratory methods, and field techniques to environmental studies.
- Demonstrate an understanding of environmental health and safety protocols.

Associate in Environmental Management Technology

Course Requirements & Suggested Sequence

		Prerequisite Courses	Credit Hours
First Semester (Fall)			
ACA 111	College Student Success	None	1
BIO 140	Environmental Biology	None	3
BIO 140A	Environmental Biology Lab	None	1
CIS 110	Intro. To Computers	None	3
<u>Math Course (Choose 1)</u>			
MAT 110	Math Measurement & Literacy	DMA 010,020,030,040, and 050	3
MAT 143	Quantitative Literacy	DMA 010,020,030,040, 050 & DRE-098 or Placement score	3
MAT 152	Statistical Methods	DMA 010,020,030,040, and 050	4
MAT 171	Precalculus Algebra	DMA 010,020,030,040, 050, 060, 070, 080 & DRE-098 or Placement score	4
<u>Biology Course (Choose 1)</u>			
Total Semester Hours			15-16
Second Semester (Spring)			
CHM 131	Intro to Chemistry	DMA 010,020,030,040, and 050	3
CHM131A	Intro to Chemical L	DMA 010,020,030,040, and 050	1
ENV 255	Envir/Public Health Pathogens	None	4
ENV 214	Water Quality	None	4
ENG 111	Writing & Inquiry	DRE-098	3
ENV 218	Environmental Health	None	3
Total Semester Hours			17

Third Semester (Fall 2)

ENG 112	Writing in the Discipline	ENG 111	3
Social/Behavioral Elective		None	3
ENV 232	Site Assess & Remediation	BIO 140 & 140A	3
ENV 250	Rural Watershed Protection	None	4
<u>Safety Course (Choose 1)</u>			
ISC 121	Environmental Health & Safety	None	3
ISC 112	Industrial Safety	None	2

Total Semester Hours 15-16

*Bolded Courses are

	Prerequisite Courses	Credit Hours
Fourth Semester (Spring 2)		3
Humanities/Fine Arts Elective	*Some require ENG 111	4
ENV 224 Land Resource Management	BIO140 & 140A	3-4
Environmental Sci. Elective	*Depends on ENV Elective Course	3-4
Environmental Sci. Elective	*Depends on ENV Elective Course	3-4
*Environmental Sci. Elective (Depends on current # of Env. Hrs at this point if required)		
	Total Semester Hours	16-19

Total Semester Hours Credit (SHC) in Program: 64-70

Program Certificates

	Prerequisite Courses	Credit Hours
Env. Health & Safety Certificate (C20140B)		
BIO 140 Environmental Biology	None	3
BIO 140A Environmental Biology Lab	None	1
ENV 218 Environmental Health	None	3
ENV 226 Environmental Law	None	3
<u>Safety Course (Choose 1)</u>		
ISC 121 Environmental Health & Safety	None	3
ISC 112 Industrial Safety	None	2

Total Semester Hours Credit (SHC) in Certificate: 12-13

	Prerequisite Courses	Credit Hours
Water Resource Management Certificate(C20230B)		
BIO 140 Environmental Biology	None	3
BIO 140A Environmental Biology Lab	None	1
ENV 214 Water Quality	None	4
ENV 218 Environmental Health	None	3
ENV 228 Environmental Issues	None	1

Total Semester Hours Credit (SHC) in Certificate: 12

Natural Resource Conservation Cert. (C20230B)		Prerequisite Courses	Credit Hours
BIO 140	BIO Environmental Biology	None	3
140A	Environmental Biology Lab	None	1
		BIO140 & 140A	4
ENV 224	Land Resource Management	None	1
ENV 228	Environmental Issues		
<u>Watershed Course (Choose 1)</u>		BIO140 & 140A	
ENV 236	Wetlands Science	None	3
ENV 250	Rural Watershed Protection		4
Total Semester Hours Credit (SHC) in Certificate:			12-13

Student: _____

Phone: _____

Student ID: _____

Email: _____

Associate in Environmental Science Technology

Course Requirements & Suggested Sequence

		Prerequisite Courses	Credit Hours
<u>Fall/Full Semester</u>			
*ENG 111	Writing & Inquiry	DRE-098	3
*BIO 110	Principles of Biology	DMA 010,020 and 030	4
<u>First 8-Week Fall Semester (A-Term)</u>			
*BIO 140	Environmental Biology	None	3
*BIO 140A	Environmental Biology Lab	None	1
ENV 218	Environmental Health	None	3
<u>Second 8-Week Fall Semester (B-Term)</u>			
CHM 131	Intro to Chemistry	DMA 010,020,030,040, and 050	3
CHM 131A	Intro to Chemical La	DMA 010,020,030,040, and 050	1
*GEL 111	Geology	None	4
<u>Winter Semester</u>			
ISC 112	Industrial Safety	None	2
ENV 228	Environmental Issues	None	1
ACA 122	College Transfer Success	None	1
<u>Spring Full Semester</u>			
*ENG 112	Writing in the Discipline	ENG 111	3
*Social/Behavior Course			3
<u>First 8-week Spring Semester (A-Term)</u>			
ENV 214	Water Quality	None	4
BIO 240	Waste Management	BIO 110 or BIO 111, or BIO 140 & 1	3
*Humanities/Fine Arts Course			3
<u>Second 8-Week Spring Semester (B-Term)</u>			
*CIS 110	Intro. To Computers	None	3
ENV 232	Site Assessment & Remediation	BIO 140 & 140A	4
<u>Full Summer Semester</u>			
MAT 110	Math Measurement & Literacy	DMA 010,020,030,040, and 050	3
ENV 224	Land Resource Management	BIO 140 & 140A	4
<u>First 5-Week Summer Semester (A-Term)</u>			
ENV 226 (or ENV elective)	Environmental Law		3
BIO 242	Natural Resource Conservation	BIO 140 & 140A	3
<u>Second 5-Week Summer Semester (B-Term)</u>			
ENV 250	Rural Watershed Protection	None	4
Total Semester Hours Credit (SHC) in Program:			66
*Courses designated with * have been approved for transfer under the CAA			

Esthetics

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.

Coursework 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 State Board Licensing Exam and, upon passing, be licensed and qualified for employment in beauty and cosmetic/skin care salons as a platform artist and in related business. Program Student Learning Outcomes
Graduates of this program will:

- Demonstrate an understanding of the concepts of esthetics.
- Appropriately perform esthetics procedures including skin analysis, consultation, and treatments.
- Demonstrate advanced services including lash extensions, chemical brow lamination, and lash lifting.

COS Esthetics Certificate C55230

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ COS 119 Esthetics Concepts I		2	2
____ COS 120 Esthetics Salon I		18	6
Total Hours	8		
Second Semester (spring)			
____ COS 125 Esthetics Concepts II		2	2
____ COS 126 Esthetics Salon II		18	6
Total Hours	8		
TOTAL DEGREE HOURS	16		
*Bolded Courses are Transferable.			

COS Esthetics Instructor Certificate (C55270)

COS Esthetics Instructor Certificate C55270

Course Requirements and Suggested Sequence

First Semester (fall)

	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____COS 253 Esthetics Instructor Concepts I Total	21		11

Hours	11
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Second Semester (spring)

____COS 254 Esthetics Instructor Concepts II	21		11
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Total Hours	11
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TOTAL DEGREE HOURS	22
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***Bolded Courses are Transferable.**

CCP COS Esthetics Certificate C55230C1

Course Requirements and Suggested Sequence

First Semester (fall)

____ COS 119 Esthetics Concepts I
____ COS 120 Esthetics Salon I

Co-Reg/Prerequisites

Class

Credit

2
18

2
6

Total Hours 8

Second Semester (spring)

____ COS 125 Esthetics Concepts II
____ COS 126 Esthetics Salon II

2
18

2
6

Total Hours 8

TOTAL DEGREE HOURS 16

***Bolded Courses are Transferable.**

Human Services Technology

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

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

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

Program Student Learning Outcomes Graduates of this program will:

- Demonstrate an understanding of the role of the human services worker in a variety of social service settings.
- Demonstrate competence in identifying and explaining how people are influenced by their interaction in a group setting.
- Identify local, state, and federal resources available to clients.
- Demonstrate professional

Associates in Applied Science/ HST (A45380)

Course Requirements and Suggested Sequence

First Semester (Fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
<u>Choose 1 of 2</u>			
___ ACA 111 College Student Success OR		2	1
___ ACA 122 College Student Success		2	1
___ ENG 111 Writing & Inquiry	BSP 4002	3	3
___ PSY 150 Intro to Psychology		3	3
___ HSE 110 Intro to Humans Services		2	3
___ CIS 110 Intro to Computers		2	3
___ SAB 110 Substance Abuse Overview		3	3
Total Hours 16			
Second Semester (Spring)			
___ MAT 110 Math Measurement and LIT.	MAT 010/BPS 4003.	2	3
___ MAT 143 Quantitative Lit	BSP 4002 & 4003	2	3
___ ENG 112 Writing/Research in the Disc	ENG 111	3	3
___ HSE 123 Interview Technique		2	3
___ PSY 241 Developmental Psychology	PSY 150	3	3
___ SAB 125 Substance Abuse Case Manager		2	3
___ SOC 210 Intro to Sociology		3	3
Total Hours 18			
Third Semester (Fall)			
___ HSE 225 Crisis Intervention		3	3
___ PSY 281 Abnormal Psychology	PSY 150	3	3
___ SOC 213 Sociology of the Family		3	3
___ HSE 120 Interpersonal Relationships		3	3
___ Elective		3	3
Total Hours 15			
Fourth Semester (Spring)			

_____HSE 112 Group Processing	1	2
_____HSE 125 Counseling	2	2
_____HSE 210 Human Service Issues	2	3
_____Humanities/Fine Arts Elective	3	3
_____ Elective 2	3	3
_____ Elective 3	3	3

Total Hours 16

TOTAL DEGREE HOURS 65

***Bolded Courses are Transferable.**

Human Services Technology

Human Services Technology Certificate (C45380)

Course Requirements and Suggested Sequence

First Semester (Fall)

	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
<u>Choose 1 of 2</u>			
____ACA 111	College Student Success OR	1	1
____ACA 122	College Transfer Success	2	1
____HSE 110	Intro to Human Services	2	3
____PSY 150	Introductory Psychology	3	3

Total Credits 7

Second Semester (Spring)

____HSE 123	Interviewing Techniques	2	3
____SOC 210	Intro. to Sociology	3	3

Total Credits 6

Total Credits for Certificate **13**

Human Services Technology Substance Abuse Certificate (C4538E)

Course Requirements and Suggested Sequence

First Semester (Fall)

	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
<u>Choose 1 of 2</u>			
____ACA 111	College Student Success OR	1	1
____ACA 122	College Transfer Success	2	1
____HSE 110	Intro to Human Services	2	3
____SAB 110	Substance Abuse Overview	3	3

Total Credits 7

Spring Semester

____HSE 123	Interview Techniques	2	3
____SAB 125	Substance Abuse Case Mgt.	2	3

Total Credits 6

Total Credits for Certificate **13**

Medical Assisting

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework includes instruction in scheduling appointments, coding and processing insurance accounts, billing collections, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration, and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Program Student Learning Outcomes Graduates of this program will:

- Demonstrate proficiency in the content and knowledge required to pass the National AAMA Certification Exam.
- Demonstrate proficiency in the clinical skills of an entry-level medical assistant.
- Apply the entry level skills of a medical assistant and provide pertinent patient instruction.
- Demonstrate competency in medication administration by correctly calculating, preparing, and administering medications.
- Demonstrate competency in CLIA-waived testing by correctly preparing patient, patient specimen, and educating the patient for a CLIA-waived test.
- Demonstrate the attributes of a healthcare professional.

Accreditation

The Pamlico Community College Medical Assisting degree is accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org>) upon the recommendation of the Medical Assistant Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

9355 – 113th St. N. #7709

Seminole, FL 33775

Telephone: 727-210-2350

<http://www.caahep.org>

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 old to enroll in Allied Health core courses
- Complete placement testing for math and English, if necessary
- Program pre-requisites include ENG-002 and MAT-003

Student medical information is kept in strictest confidence. Such records are securely stored in the office of the program director.

Externship facilities require additional immunizations prior to externship placement. Immunizations must be completed, and records submitted to the program director, 1 month prior to the start of the semester in which the clinical is scheduled. Students lacking immunizations will not be registered for clinical courses. 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 health care field. Students who

have been convicted of felony crime(s) may not be eligible to take the national exam to become registered or certified health care professionals.

Academic Standards

All students enrolled in Allied Health programs must earn a grade of “C” in all major coursework 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 in an assigned externship. The program director will provide the insurance application form and payment will be collected by the bookstore cashier.

Associate in Applied Science Degree A45400

Course Requirements and Suggested Sequence

First Semester (fall)	Co-Req/Prerequisites	Class	Credit
_____ ACA 111 College Student Success		2	1
_____ CIS 110 Intro to Computers		4	3
_____ MED 110 Orientation to Medical Assisting	ENG 011/BSP4002	1	1
_____ MED 121 Medical Terminology I		3	3
_____ MED 130 Administrative Office Procedures I		3	2
_____ OST 149 Medical Legal Issues		3	3
_____ MED 274 Diet Therapy/Nutrition		3	3
Total Hours	16		
Second Semester (spring)			
_____ MED 114 Professional Interactions in Healthcare		1	1
_____ MED 116 Intro to Anatomy and Physiology		5	4
_____ MED 122 Medical Terminology II	MED 121	3	3
_____ MED 131 Administrative Office Procedures II		3	2
_____ MED 140 Exam Room Procedures I	MAT 043/BSP 4003	7	5
_____ MAT 110 Math Measurement & Literacy	MAT 043/BSP 4003	3	3
Total Hours	18		
Third Semester (fall)			
_____ MED 272 Drug Therapy	MED 140	3	3
_____ MED 150 Laboratory Procedures I		7	5
_____ PSY 150 General Psychology		3	3
_____ ENG 111 Writing & Inquiry	ENG 011/BSP4002	3	3
_____ MED 276 Patient Education		1	2
Total Hours	16		
Fourth Semester (spring)			
_____ ENG 112 Writing/Research in the	ENG 111	3	3
_____ MED 270 Symptomatology		4	3
_____ Humanities /Fine Arts Elective		3	3
_____ MED 260 Medical Clinical Externship	MED 140/MED 150	15	5
_____ MED 264 Medical Assisting Overview	Co-Req Med 260	2	2
Total Hours	16		
TOTAL DEGREE HOURS	66		

Medical Assisting Diploma D45400

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
_____ ACA 111 College Student Success		2	1
_____ MED 110 Orientation to Medical Assisting		1	1
_____ MED 121 Medical Terminology I		3	3
_____ MED 130 Administrative Office Procedures I		3	2
_____ OST 149 Medical Legal Issues		3	3
_____ MED 150 Laboratory Procedures I		7	5
_____ MED 274 Diet and Nutrition		3	3

Total Hours 18

Second Semester (spring)			
_____ MED 114 Professional Interactions in Healthcare		1	1
_____ MED 116 Intro to Anatomy and Physiology		5	4
_____ MED 122 Medical Terminology II	MED 121	3	3
_____ MED 131 Administrative Office Procedures II		3	2
_____ MED 140 Exam Room Procedures I		7	5
_____ MAT 110 Math Measurement & Literacy		3	3

Total Hours 18

Third Semester (fall)			
_____ MED 260 Medical Clinical Externship	MED 140/MED 150	15	5
_____ ENG 111 Writing & Inquiry	ENG 011/BSP4002	3	3

Total Hours 8

TOTAL DIPLOMA HOURS 44

Courses in bold are transferable.

Administrative Medical Assisting Certificate C45400C

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
_____MED 121 Medical Terminology I		3	3
_____MED 130 Administrative Office Procedures I		3	2
_____OST 149 Medical Legal Issues		3	3
_____CIS 110 Intro to Computers		4	3
Total Hours	11		
Second Semester (spring)			
_____MED 122 Medical Terminology II	MED 121	3	3
_____MED 131 Administrative Office Procedures II		3	2
Total Hours	5		
TOTAL CERTIFICATE HOURS	16		

Courses in bold are transferable.

Medical Assisting CertificateC45400B

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
_____MED 110 Orientation to Medical Assisting	ENG 011/BSP4002	1	1
_____MED 121 Medical Terminology I		3	3
_____MED 130 Administrative Office Procedures I		3	2
_____OST 149 Medical Legal Issues		3	3
_____CIS 110 Intro to Computers		4	3
Total Hours	12		
TOTAL CERTIFICATE HOURS	12		

Courses in bold are transferable.

CCP Medical Assisting C45400C1

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
_____MED 121 Medical Terminology I		3	3
_____ BIO 168 Anatomy and Physiology I		3	4
_____OST 149 Medical Legal Issues		3	3
Total Hours	10		
Second Semester (spring)			
_____MED 122 Medical Terminology II	MED 121	3	3
_____ BIO 169 Anatomy and Physiology II	BIO 168	3	4
Total Hours	7		
TOTAL CERTIFICATE HOURS	17		

Courses in bold are transferable.

CCP Medical Assisting C45400C2

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Prerequisites</u>	<u>Class</u>	<u>Credit</u>
_____MED 121 Medical Terminology I		3	3
_____MED 130 Administrative Office Procedures I		3	2
_____OST 149 Medical Legal Issues		3	3
Total Hours	8		
Second Semester (spring)			
_____MED 122 Medical Terminology II	MED 121	3	3
_____MED 131 Administrative Office Procedures II		3	2
Total Hours	5		
TOTAL CERTIFICATE HOURS	13		

Welding Technology

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

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application. Graduates of this program may be employed as entry-level technicians in welding and metalworking industries. Career opportunities exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding related self-employment.

Program Student Learning Outcomes Graduates of this program will:

- Demonstrate a sound understanding of science, technology, and applications essential for successful employment in the welding and metal industry.
- 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).
- Demonstrate competency in the basic understanding and practical application of the principles of fabrication processes theory and safety; metal cutting with shear, chop saw, and band saw; drilling and punching holes; bending metal with box/pan break; and fabricating a metal project.

Associate in Applied Science Degree (A50420)

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Reg/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ ACA 111 College Student Success		2	1
____ ENG 111 Writing & Inquiry		3	3
____ DFT 151 CAD I		5	3
____ WLD 110 Cutting Processes		4	2
____ WLD 115 SMAW (Stick) Plate		11	5
Total Hours 14			
Second Semester (spring)			
____ DFT 152 CAD II		5	3
____ WLD 116 SMAW (Stick) Plate/Pipe	WLD 115	10	4
____ WLD 121GMAW (MIG) Plate		8	4
____ WLD 131 GTAW (TIG) Plate		8	4
____ WLD 141 Symbols & Specifications		4	3
Total Hours 18			
Third Semester (summer)			
____ ENG 112 Prof Research & Reporting	ENG 111	3	3
____ MAT 110 Math Measurement & Literacy		3	3
____ DFT 153 CAD III	DFT 151/ DFT 152	5	3
____ PSY 150 Introductory Psychology		3	3
Total Hours 12			
Fourth Semester (fall)	<u>Co-Reg/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 122 GMAW (MIG) FCAW/Plate/Pipe	WLD 121	7	3
____ WLD 132 GTAW (TIG) Plate/Pipe	WLD 131	7	3
____ WLD 151 Fabrication 1		8	4
____ WLD 261 Certification Practices	WLD 115, WLD 121, WLD 131	4	2

Total Hours 12

Fifth Semester (spring)

____ CIS 110 Introduction to Computers	4	3
____ ISC 121 Enviro Health & Safety	3	3
____ Humanities/Fine Arts	3	3
____ WLD 221 GMAW (MIG) Pipe	7	3
____ WLD 231 GTAW (TIG) Pipe	7	3
____ WLD 251 Fabrication 2	WLD 151 7	3

Total Hours 18

TOTAL DEGREE HOURS 74

***Bolded Courses are Transferable.**

Welding Technology Diploma (D50420)

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ ACA 111 College Student Success		2	1
____ DFT 151 CAD I		5	3
____ WLD 110 Cutting Processes		4	2
____ WLD 115 SMAW(Stick) Plate		11	5
____ WLD 141 Symbols & Specifications		4	3
Total Hours 14			
Second Semester (spring)			
____ DFT 152 CAD II	DFT 151	5	3
____ WLD 116 SMAW (Stick) Plate/Pipe	WLD 115	10	4
____ WLD 121 GMAW (MIG) Plate		8	4
____ WLD 131 GTAW (TIG) Plate		8	4
Total Hours 15			
Third Semester (summer)			
____ ENG 111 Writing and Inquiry		3	3
____ MAT 110 Math Measurement & Literacy		3	3
Total Hours 6			
Fourth Semester (spring)			
____ ISC 121 Enviro Health & Safety		3	3
____ WLD 122 GMAW (MIG) FCAW/Plate/Pipe	WLD 121	7	3
____ WLD 151 Fabrication 1		8	4
____ WLD 261 Certification Practices	WLD 115, WLD 121, WLD 131	4	2
Total Hours 12			
TOTAL DIPLOMA HOURS 47			

Basic Welding Technology Certificate (C50420)

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 110 Cutting Processes		4	2
____ WLD 115 SMAW (Stick) Plate		11	5
____ WLD 121GMAW (MIG) Plate		8	4
Total Hours 11			
Second Semester (spring)			
____ WLD 131 GTAW (TIG) Plate		8	4
____ WLD 141 Symbols & Specifications		4	3
Total Hours 7			
TOTAL CERTIFICATE HOURS 20			

GMAW (MIG) Welding Technology Certificate

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 110 Cutting Processes		4	2
____ WLD 121 GMAW (MIG) Plate		8	4
____ WLD 122 GMAW (MIG) FCAW/Plate/Pipe	WLD 121	7	3
____ WLD 221 GMAW (MIG) Pipe	WLD 121 /WLD 122	7	3
Total Hours 12			

TOTAL CERTIFICATE HOURS 12

GTAW (TIG) Welding Technology Certificate

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 110 Cutting Processes		4	2
____ WLD 131 GTAW (TIG) Plate		8	4
____ WLD 132 GTAW (TIG) Plate/Pipe	WLD 131	7	3
____ WLD 231 GTAW (TIG) Pipe	WLD 131 / WLD 132	7	3
Total Hours 12			

TOTAL CERTIFICATE HOURS 12

SMAW (STICK) Welding Technology Certificate

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 110 Cutting Processes		4	2
____ WLD 115 SMAW (Stick) Plate		11	5
____ WLD 116 SMAW (Stick) Plate/Pipe	WLD 115	10	4
____ WLD 141 Symbols & Specifications		4	3
Total Hours 14			

TOTAL CERTIFICATE HOURS 14

Intermediate Welding Technology Certificate

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 115 SMAW (Stick) Plate		11	5
____ WLD 116 SMAW (Stick) Plate/Pipe	WLD 115	10	4
____ WLD 131 GTAW (TIG) Pipe		8	4
____ WLD 132 GTAW (TIG) Plate/Pipe	WLD 131	7	3
Total Hours 16			

TOTAL CERTIFICATE HOURS 16

Welding Technology CAD Certificate 1 C50420A

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 110 Cutting Processes		4	2
____ WLD 141 Symbols & Specifications		4	3
____ DFT 151 CAD I		5	3
Total Hours 8			
Second Semester (spring)			
____ ISC 121 Enviro Health & Safety		3	3
____ WLD 115 SMAW (Stick) Plate		11	5
Total Hours 8			
TOTAL CERTIFICATE HOURS 16			

Welding Technology CAD Certificate II C50420B

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 121 GMAW (MIG) Plate		8	4
____ WLD 110 Cutting Processes		4	2
____ DFT 152 CAD II	DFT 151	5	3
Total Hours 9			
Second Semester (spring)			
____ ISC 121 Enviro Health & Safety		3	3
____ WLD 115 SMAW (Stick) Plate		11	5
Total Hours			
TOTAL CERTIFICATE HOURS 17			

Welding Technology CAD Certificate III C50420C

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 110 Cutting Processes		4	2
____ DFT 153 CAD III	DFT 151, DFT 152	5	3
Total Hours 8			
Second Semester (spring)			
____ ISC 121 Enviro Health & Safety		3	3
____ WLD 115 SMAW (Stick) Plate		11	5
Total Hours 8			
TOTAL CERTIFICATE HOURS 13			

CCP I Basic Welding Technology Certificate

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 110 Cutting Processes		4	2
____ WLD 121 GMAW (MIG) Plate		8	4
Total Hours 6			
Second Semester (spring)			
____ WLD 131 GTAW (TIG) Pipe		8	4
____ WLD 141 Symbols & Specifications		4	3
Total Hours 7			
TOTAL CERTIFICATE HOURS 13			

CCP II Basic Welding Technology Certificate

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 115 SMAW (Stick) Plate		11	5
____ WLD 122 GMAW (MIG) FCAW/Plate/Pipe		7	3
Total Hours 8			
Second Semester (spring)			
____ WLD 132 GTAW (TIG) Plate/Pipe		7	3
____ WLD 151 Fabrication 1		8	4
Total Hours 7			
TOTAL CERTIFICATE HOURS 15			

CCP III Basic Welding Technology Certificate

Course Requirements and Suggested Sequence

First Semester (fall)	<u>Co-Req/Prerequisites</u>	<u>Class</u>	<u>Credit</u>
____ WLD 116 SMAW (Stick) Plate/Pipe	WLD 115	10	4
____ DFT 151 CAD I		5	3
Total Hours 7			
Second Semester (spring)			
____ WLD 251 Fabrication 2	WLD 151	7	3
____ WLD 261 Certification Practices	WLD 115, WLD 121, WLD 131	4	2
Total Hours 5			
TOTAL CERTIFICATE HOURS 12			

2025-2026 Program Descriptions

Career and College Promise

Success in today's global economy may require a two- or four-year degree, a certificate, or diploma. Through Career and College Promise (CCP), qualified high school age students in North Carolina have the opportunity to pursue these options, tuition free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation.

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012. The purpose of the Career and College Promise program is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level job skills.

Career and College Promise offers North Carolina high school students a clear path to success in college or a career. The program is free to all students who maintain a "B" average and meet other eligibility requirements. Through a partnership of the Department of Public Instruction, the NC Community College System, the University of North Carolina system, and many independent colleges and universities, North Carolina is helping eligible high school students begin earning college credit at a community college campus at no cost to them or their families.

College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses including English and mathematics. College transfer pathways provide tuition- free course credits toward the Associate in Arts or Associate in Science degrees that will transfer seamlessly to any public or participating private college or university.

Career Technical Education Pathways (CTE) lead to a certificate or diploma aligned with a high school career cluster. Students can earn tuition-free course credits at Pamlico Community College toward a job credential or certificate in a technical career.

College Transfer Pathway Leading to the Associate in Arts

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school juniors and seniors who wish to begin studying toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major. High school students in this pathway must complete the entire pathway before taking additional courses in the Associate in Arts degree with the exception of mathematics courses beyond MAT-171 in the Associate in Arts.

***Optional General Education Hours (0-8 SHC)**

A student may take up to 8 semester hours of credit in foreign language courses and accompanying labs, in a single language, designated as General Education in the Comprehensive Articulation Agreement (CAA) as a part of this pathway. These courses are not part of the Universal General Education Transfer Component (UGETC). Students who complete these courses with a grade of “C” or better will receive transfer credit. The receiving university will determine whether these courses will count as general education, pre-major, or elective credit.

College Transfer Pathway Leading to the Associate in Arts (P1012C)

GENERAL EDUCATION

ENGLISH COMPOSITION

Take 6 credits from:	Class	Lab	Clin	Credit	
ENG-111	Writing & Inquiry	3	0	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3

HUMANITIES/FINE ARTS/COMMUNICATION

Take 9 credits from:		Class	Lab	Clin	Credit
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
COM-231	Public Speaking	3	0	0	3
ENG-231	American Literature I	3	0	0	3
ENG-232	American Literature II	3	0	0	3
ENG-241	British Literature I	3	0	0	3
ENG-242	British Literature II	3	0	0	3
MUS-110	Music Appreciation	3	0	0	3
MUS-112	Introduction to Jazz	3	0	0	3
PHI-215	Philosophical Issues	3	0	0	3
PHI-240	Introduction to Ethics	3	0	0	3

Minimum 2 subjects

SOCIAL/BEHAVIORAL SCIENCE

Take 9 credits from:		Class	Lab	Clin	Credit
ECO-251	Principles of Microeconomics	3	0	0	3

ECO-252	Principles of Macroeconomics			3	0	0	3
HIS-111	World Civilizations I			3	0	0	3
HIS-112	World Civilizations II			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
PSY-150	General Psychology			3	0	0	3
SOC-210	Introduction to Sociology			3	0	0	3

Minimum 2 subjects

MATHEMATICS

Take 3 credits from:

Take 3 credits from:				Class	Lab	Clin	Credit	
MAT-143	Quantitative Literacy				2	2	0	3
MAT-152	Statistical Methods I	3	2	0	4	MAT-171	Precalculus	
				Algebra	3		20	4

NATURAL SCIENCE

Take 1 of 7 Groups

Group 1

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

Group 2

AST-151	General Astronomy I			3	0	0	3
AST-151A	General Astronomy I Lab			0	2	0	1

Group 3

BIO-110	Principles of Biology			3	3	0	4
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Group 4

BIO-111	General Biology I			3	3	0	4
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Group 5

CHM-151	General Chemistry I			3	3	0	4
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Group 6

GEL-111	Geology			3	2	0	4
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Group 7

PHY-110	Conceptual Physics			3	0	0	3
PHY-110A	Conceptual Physics Lab			0	2	0	1

OTHER REQUIRED HOURS

Take 1 credit from:

Take 1 credit from:		Class	Lab	Clin	Credit	
ACA-122	College Transfer Success		0	2	0	1

Total Semester Credit Hours in Program 32

College Transfer Pathway Leading to the Associate in Science

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major. High school students in this pathway must complete the entire pathway before taking additional courses in the Associate in Science degree with the exception of mathematics courses beyond MAT-171.

*Optional General Education Hours (0-8 SHC)

A student may take up to 8 semester hours of credit in foreign language courses and accompanying labs, in a single language, designated as General Education in the Comprehensive Articulation Agreement (CAA) as a part of this pathway. These courses are not part of the Universal General Education Transfer Component (UGETC). Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether these courses will count as general education, pre-major, or elective credit.

College Transfer Pathway Leading to the Associate in Science (P1042C)

GENERAL EDUCATION

ENGLISH COMPOSITION

Take 6 credits from:	Class	Lab	Clin	Credit	
ENG-111	Writing & Inquiry	3	0	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3

HUMANITIES/FINE ARTS/COMMUNICATION

Take 6 credits from:		Class	Lab	Clin	Credit
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
COM-231	Public Speaking	3	0	0	3
ENG-231	American Literature I	3	0	0	3
ENG-232	American Literature II	3	0	0	3
MUS-110	Music Appreciation	3	0	0	3
MUS-112	Introduction to Jazz	3	0	0	3

PHI-215	Philosophical Issues	3	0	0	3
PHI-240	Introduction to Ethics	3	0	0	3
Minimum 2 subjects					

SOCIAL/BEHAVIORAL SCIENCE

Take 6 credits from:

		Class	Lab	Clin	Credit
ECO-251	Principles of Microeconomics	3	0	0	3
ECO-252	Principles of Macroeconomics	3	0	0	3
HIS-111	World Civilizations I	3	0	0	3
HIS-112	World Civilizations II	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
PSY-150	General Psychology	3	0	0	3
SOC-210	Introduction to Sociology	3	0	0	3

Minimum 2 subjects

MATHEMATICS

Take 8 credits from:

		Class	Lab	Clin	Credit
MAT-171	Precalculus Algebra	3	2	0	4
MAT-172	Precalculus Trigonometry	3	2	0	4
MAT-263	Brief Calculus	3	2	0	4
MAT-271	Calculus I	3	2	0	4
MAT-272	Calculus II	3	2	0	4

NATURAL SCIENCE

Take 1 of 9 Groups

Group 1

		Class	Lab	Clin	Credit
AST-151	General Astronomy I	3	0	0	3
AST-151A	General Astronomy I Lab	0	2	0	1
BIO-110	Principles of Biology	3	3	0	4

Group 2					
BIO-111	General Biology I	3	3	0	4
BIO-112	General Biology II	3	3	0	4
Group 3					
CHM-151	General Chemistry I	3	3	0	4
CHM-152	General Chemistry II	3	3	0	4
Group 4					
PHY-110	Conceptual Physics	3	0	0	3
PHY-110A	Conceptual Physics Lab	0	2	0	1
BIO-110	Principles of Biology	3	3	0	4
Group 5					
PHY-151	College Physics I	3	2	0	4
PHY-152	College Physics II	3	2	0	4
Group 6					
PHY-251	General Physics I	3	3	0	4
PHY-252	General Physics II	3	3	0	4
Group 7					
AST-151	General Astronomy I	3	0	0	3
AST-151A	General Astronomy Lab I	0	2	0	1
GEL-111	Geology	3	2	0	4
Group 8					
GEL-111	Geology	3	2	0	4
PHY-110	Conceptual Physics	3	0	0	3
PHY-110A	Conceptual Physics Lab	0	2	0	1
Group 9					
BIO-110	Principles of Biology	3	3	0	4
GEL-111	Geology	3	2	0	4

OTHER REQUIRED HOURS

Take 1 credit from:		Class 0	Lab	Clin 0	Credit
ACA-122	College Transfer Success		2		1

Total Semester Credit Hours in Program **35**

Career Technical Education Pathways

Career Technical Education Pathways lead to a certificate or diploma aligned with a high school career cluster. Students can earn tuition-free course credits at Pamlico Community College toward a job credential or certificate in a technical career.

CCP-Business Administration Certificate (C25120C1)

MAJOR REQUIREMENTS Required

Courses

Take 12 credits from:		Class	Lab	Clin	Credit	
BUS-110	Introduction to Business		3	0	0	3
BUS-115	Business Law I		3	0	0	3
BUS-137	Principles of Management		3	0	0	3
MKT-120	Principles of Marketing		3	0	0	3

Total Semester Credit Hours in Program **12**

CCP-Cosmetology Certificate (C55140C1)

MAJOR REQUIREMENTS Required

Courses

Take 32 credits from:		Class	Lab	Clin	Credit	
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

OTHER MAJOR REQUIREMENTS

Take 2 credits from:		Class	Lab	Clin	Credit	
COS-240	Contemporary Design		1	3	0	2

Total Semester Credit Hours in Program **34**

CCP-Criminal Justice Certificate I (C55180C1)

MAJOR REQUIREMENTS

Required Courses

Take 12 credits from:

		Class	Lab	Clin	Credit
CJC-111	Introduction to Criminal Justice	3	0	0	3
CJC-112	Criminology	3	0	0	3
CJC-131	Criminal Law	3	0	0	3
CJC-231	Constitutional Law	3	0	0	3

Total Semester Credit Hours in Program 12

CCP-Criminal Justice Certificate II (C55180C2)

MAJOR REQUIREMENTS

Required Courses

Take 13 credits from:

		Class	Lab	Clin	Credit
CJC-111	Introduction to Criminal Justice	3	0	0	3
CJC-113	Juvenile Justice	3	0	0	3
CJC-212	Ethics and Community Relations	3	0	0	3
CJC-221	Investigative Principles	3	2	0	4

OTHER MAJOR REQUIREMENTS

Take 3 credits from:

		Class	Lab	Clin	Credit
CJC-141	Corrections	3	0	0	3

Total Semester Credit Hours in Program 16

CCP-Early Childhood Education Certificate I (C55220C1)

MAJOR REQUIREMENTS

Required Courses

Block Minimum Grade C

Take 13 credits from:

		Class	Lab	Clin	Credit
EDU-119	Intro to Early Childhood Education	4	0	0	4
EDU-144	Child Development I	3	0	0	3
EDU-145	Child Development II	3	0	0	3

EDU-151	Creative Activities	3	0	0	3
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OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit
ACA-111 College Student Success	1	0	0	1

Total Semester Credit Hours in Program 14

CCP-Early Childhood Education Certificate II (C55220C2)

MAJOR REQUIREMENTS

Required Courses

Block Minimum Grade C

Take 16 credits from:	Class	Lab	Clin	Credit
EDU-119 Intro to Early Childhood Education	4	0	0	4

EDU-131	Child, Family, & Community	3	0	0	3
EDU-146	Child Guidance	3	0	0	3
EDU-153	Health, Safety, & Nutrition	3	0	0	3
EDU-234	Infant, Toddlers, and Twos	3	0	0	3

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit
ACA-111 College Student Success	1	0	0	1

Total Semester Credit Hours in Program 17

CCP-Electrical Systems Technology Certificate I (C35130C1)

MAJOR REQUIREMENTS

Required Courses

Take 4 credits from:	Class	Lab	Clin	Credit
ELC-113 Residential Wiring	2	6	0	4

OTHER MAJOR REQUIREMENTS

Take 8 credits from:	Class	Lab	Clin	Credit
ELC-111 Introduction to Electricity	2	2	0	3
ELC-132 Electrical Drawings	1	3	0	2
ISC-121 Environmental Health & Safety	3	0	0	3

Total Semester Credit Hours in Program 12

CCP-Electrical Systems Technology Certificate II (C35130C2)

MAJOR REQUIREMENTS

Required Courses

Take 7 credits from:	Class	Lab	Clin	Credit
ELC-117 Motors and Controls	2	6	0	4
ELC-128 Introduction to PLC	2	3	0	3

OTHER MAJOR REQUIREMENTS

Take 7 credits from:	Class	Lab	Clin	Credit
ELC-114 Commercial Wiring	2	6	0	4
ISC-121 Environmental Health & Safety	3	0	0	3

Total Semester Credit Hours in Program 14

CCP-Environmental Science Technology Certificate I (C20140C1)

MAJOR REQUIREMENTS

Required Courses

Take 6 credits from:

Take 6 credits from:		Class	Lab	Clin	Credit
BIO-140	Environmental Biology	3	0	0	3
ENV-218	Environmental Health	3	0	0	3

SAFETY

Take 3 credits from:

Take 3 credits from:		Class	Lab	Clin	Credit	
ISC-121	Environmental Health and Safety		3	0	0	3

OTHER MAJOR REQUIREMENTS

Take 4 credits from:

Take 4 credits from:		Class	Lab	Clin	Credit	
BIO-140A	Environmental Biology Lab		0	3	0	1
ENV-226	Environmental Law		3	0	0	3

Total Semester Credit Hours in Program 13

CCP-Environmental Management Technology Certificate I (C20230C1)

MAJOR REQUIREMENTS Required Courses

Take 10 credits from:

Take 10 credits from:		Class	Lab	Clin	Credit	
BIO-140	Environmental Biology		3	0	0	3
ENV-214	Water Quality		3	2	0	4
ENV-218	Environmental Health		3	0	0	3

OTHER MAJOR REQUIREMENTS

Take 2 credits from:

Class	Lab	Clin	Credit
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BIO-140A	Environmental Biology Lab	0	3	0	1
ENV-228	Environmental Issues	1	0	0	1
Total Semester Credit Hours in Program		12			

CCP-Esthetics Certificate (C55230C1)

MAJOR REQUIREMENTS Required Courses

Take 16 credits from:		Class	Lab	Clin	Credit	
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 Credit Hours in Program **16**

CCP-Human Services Technology Certificate (C45380C1)

MAJOR REQUIREMENTS

Required Courses

Take 12 credits from:		Class	Lab	Clin	Credit
HSE-110	Introduction to Human Services	2	2	0	3
HSE-123	Interviewing Techniques	2	2	0	3
HSE-125	Counseling	2	2	0	3
HSE-225	Crisis Intervention	3	0	0	3

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit	
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program **13**

CCP-Human Services Technology Substance Abuse Certificate (C4538EC1)

MAJOR REQUIREMENTS

Required Courses

Take 3 credits from:	Class	Lab	Clin	Credit	
HSE-110	Introduction to Human Services	2	2	0	3

CONCENTRATION REQUIREMENTS

Take 9 credits from:	Class	Lab	Clin	Credit	
SAB-110	Substance Abuse Overview	3	0	0	3
SAB-125	Substance Abuse Case Management	2	2	0	3
SAB-135	Addictive Process	3	0		3

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit	
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program 13

CCP-Medical Assisting Certificate I (C45400C1)

MAJOR REQUIREMENTS Required Courses

Take 13 credits from:		Class	Lab	Clin	Credit	
BIO-169	Anatomy & Physiology II		3	3	0	4
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

OTHER MAJOR REQUIREMENTS

Take 4 credits from:		Class	Lab	Clin	Credit	
BIO-168	Anatomy & Physiology I		3	3	0	4

Total Semester Credit Hours in Program 17

CCP-Medical Assisting Certificate II (C45400C2)

MAJOR REQUIREMENTS

Required Courses

Take 13 credits from:		Class	Lab	Clin	Credit
MED-121	Medical Terminology I	3	0	0	3

				0	
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
OST-149	Medical Legal Issues	3	0	0	3

Total Semester Credit Hours in Program 13

CCP-Welding Certificate I (C50420C1)

MAJOR REQUIREMENTS

Block Minimum Grade C

Required Courses

Take 13 credits from:	Class	Lab	Clin	Credit	
WLD-110	Cutting Processes	1	3	0	2
WLD-121	GMAW (MIG) FCAW/Plate	2	6		4
WLD-131	GTAW (TIG) Plate	2	6	0	4
WLD-141	Symbols & Specifications	2	2	0	3

Total Semester Credit Hours in Program 13

CCP-Welding Certificate II (C50420C2)

MAJOR REQUIREMENTS

Block Minimum Grade C

Required Courses

Take 5 credits from:	Class	Lab	Clin	Credit	
WLD-115 SMAW (Stick)Plate		2	9	0	5

OTHER MAJOR REQUIREMENTS

Block Minimum Grade C

Take 10 Credits

WLD-122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD-132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD-151	Fabrication I	2	6	0	4

Total Semester Credit Hours in Program 15

CCP- Welding Certificate III (C50420C3)

OTHER MAJOR REQUIREMENTS		Class	Lab	Clin	Credit
Block Minimum Grade C					
Take 12 Credits					
DFT-151	CAD I	2	3	0	3
WLD-116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD-251	Fabrication II	1	6	0	3
WLD-261	Certification Practices	1	3	0	2
Total Semester Credit Hours in Program		12			

Pamlico Correctional Institution

The programs listed below are available only to the inmates of Pamlico Correctional Institution. All programs are one semester, and each awards a certificate upon successful completion of the semester. Students are admitted to these programs after appropriate testing by Pamlico Community College.

Business Administration

Diploma

The PCC/PCI 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.

Coursework 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 for the study of other business subjects.

Demonstrate an understanding of basic business law, its practices and principles, and the legal environment in which business operates.

Demonstrate and apply effective managerial communication and planning skills.

Communicate information effectively in today's business environment using written, spoken, and/or visual methods.

Business Administration Diploma (D25120P)

GENERAL EDUCATION

Take 6 credits from:	Class	Lab	Clin	Credit	
ENG-111	Writing & Inquiry	3	0	0	3
MAT-110	Math Measurement & Literacy	2	2	0	3

MAJOR REQUIREMENTS

Required Courses

Take 15 credits from:		Class	Lab	Clin	Credit	
BUS-110	Introduction to Business		3	0	0	3
BUS-115	Business Law I		3	0	0	3
BUS-137	Principles of Management		3	0	0	3
CIS-110	Introduction to Computers		2	2	0	3
MKT-120	Principles of Marketing		3	0	0	3

OTHER MAJOR REQUIREMENTS

Take 24 credits from:		Class	Lab	Clin	Credit	
BUS-121	Business Math		2	2	0	3
BUS-125	Personal Finance		3	0	0	3
BUS-135	Supervisory Management		3	0	0	3

BUS-139	Entrepreneurship I	3	0	0	3
BUS-153	Human Resource Management	3	0	0	3
BUS-228	Business Statistics	3	0	0	3
BUS-230	Small Business Management	3	0	0	3
MKT-123	Fundamentals of Selling	3	0	0	3

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit	
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program 46

Business Administration Certificate I (C25120P1)

MAJOR REQUIREMENTS

Required Courses

Take 6 credits from:		Class	Lab	Clin	Credit	
BUS-110	Introduction to Business		3	0	0	3
BUS-115	Business Law I		3	0	0	3

OTHER MAJOR REQUIREMENTS

Take 6 credits from:		Class	Lab	Clin	Credit
MKT-120	Principles of Marketing	3	0	0	3
MKT-123	Fundamentals of Selling	3	0	0	3

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit	
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program 13

Business Application Certificate (C25120P2)

MAJOR REQUIREMENTS

Take 12 credits from:		Class	Lab	Clin	Credit	
BUS-121	Business Math		2	2	0	3
BUS-135	Supervisory Management		3	0	0	3
BUS-139	Entrepreneurship I		3	0	0	3
BUS-230	Small Business Management		3	0	0	3

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit	
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program 13

Business Administration Certificate II (C25120P3)

MAJOR REQUIREMENTS Required

Courses

Take 3 credits from:		Class	Lab	Clin	Credit	
BUS-137	Principles of Management		3	0	0	3

CONCENTRATION REQUIREMENTS

GENERAL BUSINESS ADMINISTRATION

Take 9 credits from:		Class	Lab	Clin	Credit
BUS-125	Personal Finance	3	0	0	3
BUS-153	Human Resource Management	3	0	0	3
BUS-228	Business Statistics	3	0	0	3

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit	
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program 13

Carpentry

Diploma

The PCC/PCI Carpentry program is designed to prepare individuals to apply technical knowledge and skills to the field of architecture, construction, construction management, and other associated professions.

A program that prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. Coursework includes instruction in technical mathematics, framing, sustainable building and design, print reading, estimating, construction materials and methods for selection, job estimating, foundations and roughing in, finish carpentry techniques, applicable codes and standards, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades, as well as positions in industry and government.

Program Student Learning Outcomes Graduates of this program will:

Demonstrate safe work practices related to OSHA regulations, enforcement, and compliance.

Demonstrate math skills associated with carpentry projects.

Properly construct carpentry projects using hand tools.

Interpret, design, and draw accurate and efficient plans and blueprints for various carpentry projects.

Carpentry Diploma (D35180P)

GENERAL EDUCATION

Take 6 credits from:

Take 6 credits from:		Class	Lab	Clin	Credit	
ENG-111	Writing & Inquiry		3	0	0	3
MAT-110	Math Measurement & Literacy		2	2	0	3

MAJOR REQUIREMENTS

Required Courses

Take 11 credits from:

Take 11 credits from:		Class	Lab	Clin	Credit	
BPR-130	Print Reading-Construction		3	0	0	3
CAR-111	Carpentry I		3	15	0	8

OTHER MAJOR REQUIREMENTS

Take 27 credits from:

Take 27 credits from:		Class	Lab	Clin	Credit	
CAR-110	Introduction to Carpentry		2	0	0	2
CAR-112	Carpentry II		3	15	0	8
CAR-113	Carpentry III		3	9	0	6
CAR-115	Residential Planning/Estimating		3	0	0	3
CAR-120	Commercial Carpentry I		2	12	0	6
ISC-112	Industrial Safety		2	0	0	2

OTHER REQUIRED HOURS

Take 1 credit from:

	Class	Lab	Clin	Credit
ACA-111	College Student Success	0	0	1

Total Semester Credit Hours in Program 45

Carpentry Certificate (C35180P)

MAJOR REQUIREMENTS Required

Courses

Take 16 credits from:

Take 16 credits from:		Class	Lab	Clin	Credit	
BPR-130	Print Reading-Construction		3	0	0	3
CAR-110	Introduction to Carpentry		2	0	0	2
CAR-111	Carpentry I		3	15	0	8
CAR-115	Residential Planning/Estimating		3	0	0	3

OTHER MAJOR REQUIREMENTS

Take 2 credits from:

Take 2 credits from:	Class	Lab	Clin	Credit	
ISC-112 Industrial Safety		2	0	0	2

OTHER REQUIRED HOURS

Take 1 credit from:

Take 1 credit from:		Class	Lab	Clin	Credit
ACA-111	College Student Success		1	0	0
					1

Total Semester Credit Hours in Program 19

Advanced Carpentry Certificate (C35180P1)

OTHER MAJOR REQUIREMENTS

Take 27 credits from:

	Class	Lab	Clin	Credit	CAR-
112	Carpentry II	3	15	0	8
CAR-113	Carpentry III	3	9	0	6

Total Semester Credit Hours in Program 14

Commercial Carpentry Certificate (C35180P3)

MAJOR REQUIREMENTS Required

Courses

Take 9 credits from:

Take 9 credits from:		Class	Lab	Clin	Credit	
BPR-130	Print Reading-Construction		3	0	0	3
CAR-120	Commercial Carpentry I		2	12	0	6

OTHER MAJOR REQUIREMENTS

Take 2 credits from:

Take 2 credits from:		Class	Lab	Clin	Credit	
ISC-112	Industrial Safety		2	0	0	2

OTHER REQUIRED HOURS

Take 1 credit from:

Take 1 credit from:		Class	Lab	Clin	Credit	
ACA-111	College Student Success		1	0	0	1

Total Semester Credit Hours in Program **12**

Electrical Systems Technology

Diploma

The PCC/PCI Electrical System Technology curriculum is designed to provide training for people interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

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

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

Program Student Learning Outcomes Graduates of this program will:

Demonstrate the ability to troubleshoot and repair residential DC/AC circuits using electrical test equipment.

Apply physical and mathematical concepts to demonstrate the functions of electronic circuits.

Demonstrate the ability to construct basic residential wiring and installation.

Demonstrate the effective use of the National Electronic Code to identify code sections and application of sizing, wiring, conduit, and overcurrent devices for branch circuits.

Electrical Systems Technology Diploma (D35130P)

GENERAL EDUCATION

Take 6 credits from:

Take 6 credits from:		Class	Lab	Clin	Credit	
ENG-111	Writing & Inquiry		3	0	0	3
MAT-110	Math Measurement & Literacy		2	2	0	3

MAJOR REQUIREMENTS Required

Courses

Take 16 credits from:

Take 16 credits from:		Class	Lab	Clin	Credit	
ELC-113	Residential Wiring		2	6	0	4
ELC-117	Motors and Controls		2	6	0	4
ELC-138	DC Circuit Analysis		3	3	0	4
ELC-139	AC Circuit Analysis OTHER		3	3	0	4

MAJOR REQUIREMENTS

Take 15 credits from:

Take 15 credits from:		Class	Lab	Clin	Credit	
BPR-130	Print Reading-Construction		3	0	0	3
ELC-115	Industrial Wiring		2	6	0	4
ELC-118	National Electrical Code		1	2	0	2
ELC-122	Advanced Residential Wiring		2	4	0	4
ISC-112	Industrial Safety		2	0	0	2

OTHER REQUIRED HOURS

Take 1 credit from:

	Class	Lab	Clin	Credit
ACA-111	College Student Success		0	1

Total Semester Credit Hours in Program

38

Electrical Systems Technology Certificate I (C35130P)

MAJOR REQUIREMENTS Required

Courses

Take 14 credits from:		Class	Lab	Clin	Credit	
ELC-113	Residential Wiring		2	6	0	4
ELC-115	Industrial Wiring		2	6	0	4
ELC-118	National Electrical Code		1	2	0	2
ELC-138	DC Circuit Analysis		3	3	0	4

OTHER REQUIRED HOURS

Take 1 credit from:		Class	Lab	Clin	Credit	
ACA-111	College Student Success		1	0	0	1

Total Semester Credit Hours in Program 15

Electrical Systems Technology Certificate II (C35130P2)

MAJOR REQUIREMENTS Required Courses

Take 12 credits from:		Class	Lab	Clin	Credit	
ELC-113	Residential Wiring		2	6	0	4
ELC-117	Motors and Controls		2	6	0	4
ELC-122	Advanced Residential Wiring		2	4	0	4

Total Semester Credit Hours in Program 12

Horticulture Technology

Diploma

This PCC/PCI curriculum pathway 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.

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

Coursework includes plant identification, pest management, plant science and soil science. Courses in sustainable plant production and management, landscaping, and the operation of horticulture business are also included.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private or public gardens. 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 Graduates of

this program will:

Plan and draft landscape designs for residential and commercial sites.

Identify proper amending of soils and media for a variety of plants.

Identify and implement an Integrated Pest Management plan.

Identify proper propagation techniques to propagate plant material by both sexual and asexual means.

Horticulture Technology Diploma (D15240P)

GENERAL EDUCATION

Take 6 credits from:

Take 6 credits from:		Class	Lab	Clin	Credit	
ENG-111	Writing & Inquiry		3	0	0	3
MAT-110	Math Measurement & Literacy		2	2	0	3

MAJOR REQUIREMENTS

Required Courses

Take 15 credits from:

15 credits from:		Class	Lab	Clin	Credit
HOR-112	Landscape Design I	2	3	0	3
HOR-162	Applied Plant Science	2	2	0	3
HOR-164	Horticulture 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 REQUIREMENTS

Take 25 credits from:

25 credits from:		Class	Lab	Clin	Credit
HOR-124	Nursery Operations	2	3	0	3
HOR-134	Greenhouse Operations	2	2	0	3
HOR-138	Greenhouse Vegetable Production	1	2	0	2
HOR-142	Fruit and Vegetable Production	1	2	0	2
HOR-150	Introduction to Horticulture	2	0	0	2
HOR-215	Landscape Irrigation	2	2	0	3
HOR-245	Horticulture Specialty Crops	2	2	0	3
HOR-255	Interiorscapes	1	2	0	2
HOR-265	Advanced Plant Materials	1	2	0	2
HOR-273	Horticulture Management & Marketing	3	0	0	3

OTHER REQUIRED HOURS

Take 1 credit from:

Take 1 credit from:	Class	Lab	Clin	Credit	
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program 47

Horticulture Greenhouse Operations Certificate (C15240P1)

MAJOR REQUIREMENTS

Required Courses

Take 9 credits from:

Take 9 credits from:		Class	Lab	Clin	Credit	
HOR-160	Plant Materials I		2	2	0	3
HOR-162	Applied Plant Science		2	2	0	3
HOR-164	Horticulture Pest Management		2	2	0	3

OTHER MAJOR REQUIREMENTS

Take 7 credits from:

Take 7 credits from:	Class	Lab	Clin	Credit	
HOR-134	Greenhouse Operations	2	2	0	3
HOR-138	Greenhouse Vegetable Production	1	2	0	2
HOR-255	Interiorscapes	1	2	0	2

OTHER REQUIRED HOURS

Take 1 credit from:

Take 1 credit from:	Class	Lab	Clin	Credit	
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program 17

Horticulture Outdoor Production Certificate (C15240P2)

MAJOR REQUIREMENTS Required

Courses

Take 6 credits from:

Take 6 credits from:		Class	Lab	Clin	Credit	
HOR-166	Soils and Fertilizers		2	2	0	3
HOR-168	Plant Propagation		2	2	0	3

OTHER MAJOR REQUIREMENTS

Take 10 credits from:

Take 10 credits from:		Class	Lab	Clin	Credit	
HOR-112	Landscape Design I		2	3	0	3
HOR-124	Nursery Operations		2	3	0	3
HOR-142	Fruit and Vegetable Production		1	2	0	2
HOR-265	Advanced Plant Materials		1	2	0	2

OTHER REQUIRED HOURS

Take 1 credit from:

Take 1 credit from:		Class	Lab	Clin	Credit
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program 17

Horticulture Technology Certificate (C15240P3)

MAJOR REQUIREMENTS

Take 13 credits from: Class

		Lab	Clin	Credit
HOR-150	Introduction to Horticulture	2	0	0 2
HOR-215	Landscape Irrigation	2	2	0 3
HOR-245	Horticulture Specialty Crops	2	2	0 3
HOR-265	Advanced Plant Materials	1	2	0 2
HOR-273	Horticulture Management & Marketing	3	0	0 3

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit
ACA-111	College Student Success	1	0	0 1

Total Semester Credit Hours in Program 14

Human Services Technology

Associate in Applied Science

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

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

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

Program Student Learning Outcomes Graduates of this program will:

Be able to integrate the Microskills Hierarchy when interviewing a client.

Demonstrate the ability to identify, evaluate, and assess child abuse and neglect.

Demonstrate the ability to analyze and resolve conflict.

Demonstrate the ability to understand and clearly communicate recognized counseling theories.

Human Services Technology Associate (A45380P)

GENERAL EDUCATION ENGLISH
COMPOSITION

Take 6 credits from:

Take 6 credits from:		Class	Lab	Clin	Credit
ENG-111	Writing & Inquiry	3	0	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3

MATHEMATICS/NATURAL SCIENCE

Take 3 credits from:

Take 3 credits from:		Class	Lab	Clin	Credit	
MAT-110	Math Measurement & Literacy		2	2	0	3

HUMANITIES/FINE ARTS/COMMUNICATION

Take 3 credits from:

Take 3 credits from:		Class	Lab	Clin	Credit	
MUS-110	Music Appreciation		3	0	0	3

SOCIAL/BEHAVIORAL SCIENCE

Take 3 credits from:

Take 3 credits from:		Class	Lab	Clin	Credit	
SOC-210	Introduction to Sociology		3	0	0	3

MAJOR REQUIREMENTS

Required Courses

Take 19 credits from:

e 19 credits from:		Class	Lab	Clin	Credit
HSE-110	Introduction to Human Services	2	2	0	3
HSE-112	Group Process I	1	2	0	2
HSE-123	Interviewing Techniques	2	2	0	3
HSE-125	Counseling	2	2	0	3
HSE-210	Human Services Issues	2	0	0	2
HSE-225	Crisis Intervention	3	0	0	3
PSY-150	General Psychology	3	0	0	3

PSYCHOLOGY

Take 3 credits from:

Take 3 credits from:	Class	Lab	Clin	Credit	
PSY-241	Developmental Psychology	3	0	0	3

SOCIOLOGY

Take 3 credits from:

Take 3 credits from:	Class	Lab	Clin	Credit	
SOC-213	Sociology of the Family	3	0	0	3

OTHER MAJOR REQUIREMENTS

Take 26 credits from:

Class	Lab	Clin	Credit
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HSE-120	Interpersonal Relations	3	0	0	3
HSE-127	Conflict Resolution	2	2	0	3
HSE-145	Child Abuse and Neglect	3	0	0	3
HSE-155	Community Resources Management	2	0	0	2
HSE-245	Stress Management	2	2	0	3
SAB-110	Substance Abuse Overview	3	0	0	3
SAB-210	Substance Abuse Counseling	2	2	0	3
SAB-230	Family Therapy	2	2	0	3

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit
ACA-111	College Student Success	1	0	0
Total Semester Credit Hours in Program		67		

Human Services Technology Diploma (D45380P)

GENERAL EDUCATION ENGLISH

COMPOSITION

Take 3 credits from:	Class	Lab	Clin	Credit	
ENG-111 Writing & Inquiry		3	0	0	3

MATHEMATICS/NATURAL SCIENCE

Take 3 credits from:	Class	Lab	Clin	Credit	
MAT-110	Math Measurement & Literacy	2	2	0	3

MAJOR REQUIREMENTS

Required Courses

Take 25 credits from:		Class	Lab	Clin	Credit
HSE-110	Introduction to Human Services	2	2	0	3
HSE-112	Group Process I	1	2	0	2
HSE-123	Interviewing Techniques	2	2	0	3
HSE-125	Counseling	2	2	0	3
HSE-210	Human Services Issues	2	0	0	2
HSE-225	Crisis Intervention	3	0	0	3
PSY-150	General Psychology	3	0	0	3
PSY-241	Developmental Psychology	3	0	0	3
SOC-210	Introduction to Sociology	3	0	0	3

OTHER MAJOR REQUIREMENTS

Take 17 credits from:		Class	Lab	Clin	Credit
HSE-120	Interpersonal Relations	3	0	0	3

HSE-127	Conflict Resolution	2	2	0	3
HSE-145	Child Abuse and Neglect	3	0	0	3
HSE-155	Community Resources Management	2	0	0	2
HSE-245	Stress Management	2	2	0	3
SAB-110	Substance Abuse Overview	3	0	0	3

Total Semester Credit Hours in Program 48

Human Services Technology Certificate I (C45380P1)

MAJOR REQUIREMENTS

Required Courses

Take 12 credits from:

		Class	Lab	Clin	Credit
HSE-110	Introduction to Human Services	2	2	0	3
HSE-123	Interviewing Techniques	2	2	0	3
HSE-125	Counseling	2	2	0	3
HSE-225	Crisis Intervention	3	0	0	3

Total Semester Credit Hours in Program 12

Human Services Technology Certificate II (C45380P2)

MAJOR REQUIREMENTS

Required Courses

Take 4 credits from:

		Class	Lab	Clin	Credit
HSE-112	Group Process I	1	2	0	2
HSE-210	Human Services Issues	2	0	0	2

OTHER MAJOR REQUIREMENTS

Take 8 credits from:

		Class	Lab	Clin	Credit
HSE-155	Community Resources Management	2	0	0	2
HSE-245	Stress Management	2	2	0	3
SAB-110	Substance Abuse Overview	3	0	0	3

Total Semester Credit Hours in Program 12

Human Services Technology Certificate III (C45380P3)

MAJOR REQUIREMENTS

Required Courses

Take 3 credits from:	Class	Lab	Clin	Credit	
HSE-110	Introduction to Human Services	2	2	0	3

OTHER MAJOR REQUIREMENTS

Take 9 credits from:		Class	Lab	Clin	Credit
HSE-120	Interpersonal Relations	3	0	0	3
HSE-127	Conflict Resolution	2	2	0	3
HSE-145	Child Abuse and Neglect	3	0	0	3

Total Semester Credit Hours in Program 12

Masonry

Diploma

The PCC/PCI Masonry curriculum is designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associate professions.

Masonry is a program that prepares individuals to apply technical knowledge and skills in the laying and/or setting of exterior brick, concrete block, and related materials, using trowels, levels, hammers, chisels, and other hand tools. It includes instruction in technical mathematics, print reading, structural masonry, decorative masonry, foundations, reinforcement, mortar preparation, cutting and finishing, and applicable codes and standards. Coursework includes instruction in sustainable building and design, print reading, building codes, estimating materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction, and trades professions as well as positions in industry and government.

Program Student Learning Outcomes

Graduates of this program will:

Identify, properly use, and operate basic tools and equipment of masonry.

Demonstrate the proper technique to lay bricks and blocks using mortar.

Properly read construction blueprints, recognize the most commonly used symbols, and identify the various scales used on a set of plans.

Masonry Diploma (D35280P)

GENERAL EDUCATION

Take 6 credits from:	Class	Lab	Clin	Credit
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ENG-111	Writing & Inquiry	3	0	0	3
MAT-110	Math Measurement & Literacy	2	2	0	3

MAJOR REQUIREMENTS

Required Courses

Take 13 credits from:

Take 13 credits from:		Class	Lab	Clin	Credit	
BPR-130	Print Reading-Construction		3	0	0	3
MAS-110	Masonry I		5	15	0	10

OTHER MAJOR REQUIREMENTS

Take 22 credits from:

Take 22 credits from:		Class	Lab	Clin	Credit
ISC-112	Industrial Safety	2	0	0	2
MAS-120	Masonry II	5	15	0	10
MAS-130	Masonry III	6	6	0	8
MAS-170	Masonry Technology Management	1	2	0	2

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit	
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program 42

Masonry Certificate I (C35280P)

MAJOR REQUIREMENTS Required Courses

Take 13 credits from:

Take 13 credits from:		Class	Lab	Clin	Credit	
BPR-130	Print Reading-Construction		3	0	0	3
MAS-110	Masonry I		5	15	0	10

OTHER MAJOR REQUIREMENTS

Take 2 credits from:

Take 2 credits from:		Class	Lab	Clin	Credit	
ISC-112	Industrial Safety		2	0	0	2

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit
ACA-111	College Student Success	0	0	1

Total Semester Credit Hours in Program 16

Masonry Certificate II (C35280P2)

MAJOR REQUIREMENTS

Required Courses

Take 11 credits from:

		Class	Lab	Clin	Credit
BPR-130	Print Reading-Construction	3	0	0	3
MAS-130	Masonry III	6	6	0	8

OTHER MAJOR REQUIREMENTS

Take 2 credits from:

		Class	Lab	Clin	Credit
MAS-170	Masonry Technology Management	1	2	0	2

Total Semester Credit Hours in Program

13

Plumbing

Diploma

The PCC/PCI Plumbing curriculum is designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Plumbing is a program that prepares individuals to work in the field of plumbing by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for natural gas, LP gas, hot water, drainage, sprinkling and plumbing processing systems in residential and commercial environments. Coursework includes instruction in source determination, water service and distribution, waste removal, pressure adjustment, basic physics, technical mathematics, print reading, pipe installation, pumps, soldering, plumbing inspection, and applicable codes and standards.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction, and trades professions as well as positions in industry and government.

Program Student Learning Outcomes Graduates of this program will:

Demonstrate the ability to interpret, sketch, and understand construction blueprints and plumbing diagrams.

Demonstrate the proper tools, equipment, and materials associated with the plumbing industry.

Recognize and properly assemble fittings and pipes.

Safely install common fixtures and systems in compliance with the North Carolina Plumbing and Building Codes.

Identify and diagnose needed repairs to a domestic and commercial plumbing system.

Plumbing Diploma (D35300P)

GENERAL EDUCATION

Take 6 credits from:

		Class	Lab	Clin	Credit
ENG-111	Writing & Inquiry	3	0	0	3
MAT-110	Math Measurement & Literacy	2	2	0	3

MAJOR REQUIREMENTS

Required Courses

Take 12 credits from:	Class	Lab	Clin	Credit	
BPR-130	Print Reading-Construction	3	0	0	3
PLU-110	Modern Plumbing	4	15	0	9

OTHER MAJOR REQUIREMENTS

Take 28 credits from:		Class	Lab	Clin	Credit
PLU-115	Basic Plumbing	2	6	0	4
PLU-120	Plumbing Applications	4	15	0	9
PLU-130	Plumbing Systems	3	9	0	6
PLU-140	Introduction to Plumbing Codes	1	2	0	2
PLU-150	Plumbing Diagrams	1	2	0	2
PLU-160	Plumbing Estimates	1	2	0	2
PLU-211	Commercial/Industrial Plumbing	2	2	0	3

OTHER REQUIRED HOURS

Take 1 credit from:	Class	Lab	Clin	Credit	
ACA-111	College Student Success	1	0	0	1

Total Semester Credit Hours in Program 47

Plumbing Certificate I (C35300P1)

MAJOR REQUIREMENTS Required

Courses

Take 12 credits from:

Take 12 credits from:		Class	Lab	Clin	Credit	
BPR-130	Print Reading-Construction		3	0	0	3
PLU-110	Modern Plumbing		4	15	0	9

OTHER MAJOR REQUIREMENTS

Take 4 credits from:

Take 4 credits from:		Class	Lab	Clin	Credit
PLU-140	Introduction to Plumbing Codes	1	2	0	2
PLU-150	Plumbing Diagrams	1	2	0	2

Total Semester Credit Hours in Program 16

Plumbing Certificate II (C35300P2)

OTHER MAJOR REQUIREMENTS

Take 15 credits from:		Class	Lab	Clin	Credit	PLU-
120		Plumbing Applications	4	15	0	9
PLU-130		Plumbing Systems	3	9	0	6

Total Semester Credit Hours in Program 15

Plumbing Certificate III (C35300P3)

MAJOR REQUIREMENTS

Required Courses

Take 12 credits from:		Class	Lab	Clin	Credit
BPR-130	Print Reading-Construction	3	0	0	3
PLU-115	Basic Plumbing	2	6	0	4
PLU-160	Plumbing Estimates	1	2	0	2
PLU-211	Commercial/Industrial Plumbing	2	2	0	3

Total Semester Credit Hours in Program 12

2025-2026 Course Descriptions

ACA-111_1997SU

College Student Success

ACA-111

CIS Course ID S13509

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 37.0101 Self-Awareness and Personal Assessment

ACA-122_2021FA

College Transfer Success

ACA-122

CIS Course ID S25621

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

Competencies

Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees.

Develop a strategic plan for transferring to a university and preparing for a new career.

Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), and the CAA appeals process.

Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.

Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success.

Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism, calculating a GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.

State Prerequisites None

State Corequisites None

College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	37.0101 Self-Awareness and Personal Assessment

ACC-120_2003FA Principles of Financial Accounting ACC-120

CIS Course ID S20278

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.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. National ID (CIP) 52.0301 Accounting

ACC-121_2003FA Principles of Managerial Accounting ACC-121

CIS Course ID S20282

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.

State Prerequisites Take ACC-120

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 52.0301 Accounting

ACC-130_2003FA Business Income Taxes ACC-130

CIS Course ID S20277

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 52.0301 Accounting

ACC-131_2003FA

Federal Income Taxes

ACC-131

CIS Course ID S20276

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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0301 Accounting

ACC-140_2018FA

Payroll Accounting

ACC-140

CIS Course ID S24972

Class 1 Lab 3 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.

State Prerequisites Take One: ACC-115 or ACC-120

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0301 Accounting

ACC-150_2018FA

Accounting Software Applications

ACC-150

CIS Course ID S24974

Class 1 Lab 3 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 accurately solve accounting problems.

State Prerequisites Take One: ACC-115 or ACC-120

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0301 Accounting

ACC-180_2003FA Practices in Bookkeeping ACC-180

CIS Course ID S20288

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

State Prerequisites Take ACC-120

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0301 Accounting

ACC-220_2006SP Intermediate Accounting I ACC-220

CIS Course ID S20836

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.

State Prerequisites Take ACC-120

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0301 Accounting

AHR-111_2013FA HVACR Electricity AHR-111

CIS Course ID S23420

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

Competencies

Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.

Be able to use electrical test instruments.

Demonstrate knowledge of electricity as applied to heating, ventilation, air conditioning and refrigeration machines.

Identify the various electrical components used in HVAC equipment and explain their operation.

Use Ohm's Law to calculate the current, voltage, and resistance in a circuit.

Draw and interpret wiring schematics for installation and troubleshooting.
Follow systematic troubleshooting procedure to diagnose electrical problems and control circuit problems.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 47.0201 Heating , Air Conditioning, Ventilation and Refrigeration Maintenance Technician

ALT-120_2008FA

Renewable Energy Tech

ALT-120

CIS Course ID S22049

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 14.9999 Engineering, Other

ANT-210_1997SU

General Anthropology

ANT-210

CIS Course ID S13262

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 45.0201

ART-111_1997SU

Art Appreciation

ART-111

CIS Course ID S10139

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 50.0701 Art/Art Studies, General

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ART-114_1997SU

Art History Survey I

ART-114 CIS

Course ID S10200

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 50.0701 Art/Art Studies, General

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ART-115_1997SU

Art History Survey II

ART-115

CIS Course ID S10149

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 50.0701 Art/Art Studies, General

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

AST-111_1997SU

Descriptive Astronomy

AST-111

CIS Course ID S10553

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.

State Prerequisites None

State Corequisites 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.
National ID (CIP)	40.0201

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

AST-111A_1997SU

Descriptive Astronomy Lab

AST-111A

CIS Course ID S13670

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.

State Prerequisites None

State Corequisites Take 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.

National ID (CIP) 40.0201

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

AST-151_1997SU

General Astronomy I

AST-151

CIS Course ID S10092

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system.

State Prerequisites None

State Corequisites None

National ID (CIP) 40.0201

AST-152A_1997SU**General Astronomy II Lab****AST-152A**

CIS Course ID S12436

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy.

State Prerequisites Take AST-151

State Corequisites Take AST-152

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.
National ID (CIP)	40.0201

This is a Universal General Education Transfer Component (UGETC) course. [TAC Meeting 7/20/23]

ATR-214_2007FA**Advanced PLCs****ATR-214**

CIS Course ID S21582

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course introduces the study of high-level programming languages and advanced I/O modules. Topics include advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules.

State Prerequisites None State

Corequisites None College

Transfer N/A

National ID (CIP) 15.0406 Automation Engineer Technology/Technician

BAF-110_2015FA**Principles of Banking****BAF-110**

CIS Course ID S24131

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

Competencies

Discuss banks and the monetary system.

Identify banking regulations and examinations.

Describe bank loans and accounting.
Define the relationship of banks to depositors.

State Prerequisites None State

Corequisites None College

Transfer N/A

National ID (CIP) 52.0803 Banking and Financial Support Services

BAF-131_2015FA

Fundamentals of Bank Lending

BAF-131

CIS Course ID S24132

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"'s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function.

Competencies

Define the "C's" of credit.

Describe the functions of the loan interview and credit investigation.

Identify elements of loan documentation.

Identify warning signs of problem loans.

State Prerequisites Take ACC-120

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0803 Banking and Financial Support Services

BAT-131_2013FA

Fire Control System Automation

BAT-131

CIS Course ID S23530

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces design and specification of fire prevention, alarm and suppression control systems. Topics include selection, installation, commissioning of fire detection, alarm and control systems for commercial, industrial and residential campuses, integration with communication, lighting, HVAC, networking, and security systems. Upon completion, students will be able to integrate fire control systems with other electro-mechanical systems in the built environment.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 15.0406 Automation Engineer Technology/Technician

BAT-251_2013FA

Building Automation Controls

BAT-251

CIS Course ID S23532

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course covers building automation control programming as currently used for systems monitoring and management. Topics include resource optimization, energy management, scheduling, design, installation and maintenance of automatic environmental controls. Upon completion, students should be able to write programs to monitor and manage building automation systems and select, install, and maintain controls for environmental systems

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 15.0406 Automation Engineer Technology/Technician

BIO-110_2014FA

Principles of Biology

BIO-110

CIS Course ID S24019

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, 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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 26.0101

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

BIO-111_2014FA

General Biology I

BIO-111

CIS Course ID S24020

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, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 26.0101

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

BIO-112_2014FA

General Biology II

BIO-112

CIS Course ID S24021

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, 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.

State Prerequisites Take BIO-111

State Corequisites 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.

National ID (CIP) 26.0101

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

BIO-140_1997SU

Environmental Biology

BIO-140

CIS Course ID S14156

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 26.1305

BIO-140A_1997SU**Environmental Biology Lab****BIO-140A**

CIS Course ID S13084

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.

State Prerequisites None

State Corequisites Take 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. National ID (CIP) 26.1305

BIO-143_1997SU**Field Biology Minicourse****BIO-143**

CIS Course ID S14183

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 26.0101

BIO-145_1997SU**Ecology****BIO-145**

CIS Course ID S14188

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics.

State Prerequisites Take One: BIO-110 or BIO-111

State Corequisites None

College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	26.1301

BIO-146_1997SU	Regional Natural History	BIO-146
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CIS Course ID S14171

Class	3	Lab	3	Clinical	0	Work	0	Credit	4
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This course is an interdisciplinary and historical analysis of the natural resources of the region. Emphasis is placed on geology, climate, forest systems, watersheds, water resources, and fish and wildlife resources of the region. Upon completion, students should be able to demonstrate comprehension of the natural history and the integration of the natural resources of the region.

State Prerequisites	None
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	26.0101

BIO-168_1998FA	Anatomy and Physiology I	BIO-168
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CIS Course ID S11555

Class	3	Lab	3	Clinical	0	Work	0	Credit	4
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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.

State Prerequisites	None
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	26.0403

BIO-169_1998FA	Anatomy and Physiology II	BIO-169
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CIS Course ID S11629

Class	3	Lab	3	Clinical	0	Work	0	Credit	4
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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.

State Prerequisites	Take BIO-168
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	26.0403

BIO-240_2008FA

Waste Management

BIO-240

CIS Course ID S22028

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management.

State Prerequisites Take One Set: Set 1: BIO-110; Set 2: BIO-111; Set 3: BIO-140 and BIO-140A

State Corequisites None

College Transfer N/A

National ID (CIP) 51.2202 Environmental Health

BIO-242_2010FA

Natural Resource Conservation

BIO-242

CIS Course ID S22584

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the importance of natural resources and their role in our environment. Emphasis is placed on the physical, biological, and ecological principles underlying natural resource conservation with attention to the biological consequences of human impacts. Upon completion, students should be able to demonstrate an understanding of natural resource conservation.

State Prerequisites Take One Set: Set 1: BIO 112; Set 2: BIO 140 and BIO 140A

State Corequisites None

College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	03.0101 Natural Resources/Conservation, General

BIO-275_2010FA

Microbiology

BIO-275

CIS Course ID S22585

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 Prerequisites	Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	26.0502

BPR-130_2013FA

Print Reading-Construction

BPR-130

CIS Course ID S23275

Class 3 Lab 0 Work 0 Credit 3

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

Competencies

Identify the different symbols and line types in a set of working drawings.

Correctly measure lines to a specific scale using an architectural or engineering scale.

Demonstrate proficiency in interpreting construction prints in the form of floorplans, elevations, details, schedules, and specifications.

Convert fractional dimensions to decimal dimensions and decimal dimensions to fractional dimensions.

Describe and explain the difference between working drawings and construction drawings.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 15.1306 Mechanical Drafting and Mechanical Drafting CAD/CADD

BUS-110_2015FA**Introduction to Business****BUS-110**

CIS Course ID S24149

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.

Competencies

Identify various forms of business organizations.

Define business vocabulary.

Describe the basics of business ethics.

Explain basic management principles.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 52.0201 Business Administration and Management, General

BUS-115_2015FA**Business Law I****BUS-115**

CIS Course ID S24153

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

Competencies

Identify the elements of a contract.

Describe the structure of the U.S. court system.

Identify laws, conditions and regulations in national and international work environments.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 52.0201 Business Administration and Management, General

BUS-121_1997SU**Business Math****BUS-121**

CIS Course ID S14289

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 52.0201 Business Administration and Management, General

BUS-125_1997SU

Personal Finance

BUS-125

CIS Course ID S14300

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 52.0201 Business Administration and Management, General

BUS-135_1997SU

Principles of Supervision

BUS-135

CIS Course ID S12738

Class 3 Lab 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 workplace.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 52.0201 Business Administration and Management, General

BUS-137_2015FA

Principles of Management

BUS-137

CIS Course ID S24151

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.

Competencies

Explain strategic management in business operations.

Define management, quality management, and project management.

Identify relevant issues in human resource management.

State Prerequisites None

State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	52.0201 Business Administration and Management, General

BUS-139_2008FA Entrepreneurship I BUS-139

CIS Course ID S22030

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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0201 Business Administration and Management, General

BUS-152_1997SU Human Relations BUS-152

CIS Course ID S11906

Class 3 Lab 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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0201 Business Administration and Management, General

BUS-153_1997SU Human Resource Management BUS-153

CIS Course ID S11845

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

State Prerequisites None

State Corequisites None

College Transfer N/A
National ID (CIP) 52.0201 Business Administration and Management, General

BUS-228_2014FA **Business Statistics** **BUS-228**

CIS Course ID S23950

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.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 52.0201 Business Administration and Management, General

BUS-230_1997SU **Small Business Management** **BUS-230**

CIS Course ID S11937

Class 3 Lab 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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0201 Business Administration and Management, General

BUS-240_1997SU **Business Ethics** **BUS-240**

CIS Course ID S14002

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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0201 Business Administration and Management, General

BUS-260_2014SP**Business Communication****BUS-260**

CIS Course ID S23621

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.

State Prerequisites Take One: ENG-110 or ENG-111

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0201 Business Administration and Management, General

CAR-110_1999FA**Introduction to Carpentry****CAR-110CIS**

Course ID S10389

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0201 Carpentry/Carpenter

CAR-111_1999FA**Carpentry I****CAR-111**

CIS Course ID S16248

Class 3 Lab 15 Clinical 0 Work 0 Credit 8

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0201 Carpentry/Carpenter

CAR-112_1999FA**Carpentry II****CAR-112**

CIS Course ID S16249

Class 3 Lab 15 Clinical 0 Work 0 Credit 8

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics.

Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

State Prerequisites	Take CAR-111
State Corequisites	None
College Transfer	N/A
National ID (CIP)	46.0201 Carpentry/Carpenter

CAR-113_1997SU	Carpentry III	CAR-113
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CIS Course ID S11773

Class	3	Lab	9	Clinical	0	Work	0	Credit	6
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This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

State Prerequisites	Take CAR-111
State Corequisites	None
College Transfer	N/A
National ID (CIP)	46.0201 Carpentry/Carpenter

CAR-115_1997SU	Residential Planning/Estimating	CAR-115
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CIS Course ID S11735

Class	3	Lab	0	Clinical	0	Work	0	Credit	3
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This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

State Prerequisites	Take BPR-130
State Corequisites	None
College Transfer	N/A
National ID (CIP)	46.0201 Carpentry/Carpenter

CAR-120_2001FA	Commercial Carpentry I	CAR-120
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CIS Course ID S13034

Class	2	Lab	12	Clinical	0	Work	0	Credit	6
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This course introduces the theory and construction methods associated with general construction, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, blueprints, rigging, construction framing, windows, exterior doors, and other related topics. Upon completion, students should be able to safely demonstrate basic general carpentry skills with supervision.

State Prerequisites	None
State Corequisites	None
College Transfer	N/A

CHM-131_1997SU

Introduction to Chemistry

CHM-131

CIS Course ID S12692

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.

State Prerequisites None

State Corequisites 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. National ID (CIP) 40.0501 Chemistry, General

CHM-131A_1997SU

Introduction to Chemistry Lab

CHM-131A

CIS Course ID S12403

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.

State Prerequisites None

State Corequisites Take 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.

National ID (CIP) 40.0501 Chemistry, General

CHM-151_1997SU

General Chemistry I

CHM-151

CIS Course ID S12258

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152.

State Prerequisites None

State Corequisites None

CIS Course ID S25440

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 use top-down algorithm design and implement algorithmic solutions in a programming language.

Competencies

Apply control structures

Apply top-down algorithmic design.

Implement algorithmic solutions in a programming language.

State Prerequisites Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040; Set 2: DMA-025 and DMA-040; Set 3: MAT-121; Set 4: MAT-171; Set 5: MAT-003; Set 6: BSP-4003

State Corequisites 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).

National ID (CIP) 11.0103 Information Technology

CIS-165_1997SU

Desktop Publishing I

CIS-165

CIS Course ID S10453

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 11.0103 Information Technology

CJC-111_1997SU

Introduction to Criminal Justice

CJC-111

CIS Course ID S10631

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.

State Prerequisites None

State Corequisites None

College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	43.0107 Criminal Justice/Political Science

CJC-112_1997SU	Criminology	CJC-112
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CIS Course ID S10598

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-113_1997SU	Juvenile Justice	CJC-113
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CIS Course ID S10602

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-120_1997SU	Interviews/Interrogations	CJC-120
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CIS Course ID S11674

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

CJC-121_1997SU

Law Enforcement Operations

CJC-121

CIS Course ID S11746

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.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-122_1997SU

Community Policing

CJC-122

CIS Course ID S11648

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-131_1997SU

Criminal Law

CJC-131

CIS Course ID S11110

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-132_1997SU**Court Procedure & Evidence****CJC-132**

CIS Course ID S11046

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-141_1997SU**Corrections****CJC-141**

CIS Course ID S12643

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.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-211_1997SU**Counseling****CJC-211**

CIS Course ID S10993

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-212_1997SU**Ethics & Community Relations****CJC-212**

CIS Course ID S10970

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.

State Prerequisites None State

Corequisites None College

Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-213_1997SU

Substance Abuse

CJC-213

CIS Course ID S10983

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-214_1997SU

Victimology

CJC-214

CIS Course ID S10951

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-221_1997SU

Investigative Principles

CJC-221

CIS Course ID S12498

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-223_1997SU

Organized Crime

CJC-223

CIS Course ID S12507

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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

CJC-231_1997SU

Constitutional Law

CJC-231

CIS Course ID S10090

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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 43.0107 Criminal Justice/Political Science

COM-231_1997SU

Public Speaking

COM-231

CIS Course ID S12601

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.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Communication.
This course has been approved for transfer under the ICAA as a general education course in Communication.

National ID (CIP) 09.0101 Speech Communication and Rhetoric.

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

COS-111_1997SU

Cosmetology Concepts I

COS-111

CIS Course ID S12363

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.

State Prerequisites None

State Corequisites Take COS-112

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-112_1997SU

Salon I

COS-112

CIS Course ID S12316

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.

State Prerequisites None

State Corequisites Take COS-111

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-113_2016FA

Cosmetology Concepts II

COS-113

CIS Course ID S24638

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.

State Prerequisites Take All: COS-111 and COS-112

State Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-114_2016FA

Salon II

COS-114

CIS Course ID S24639

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.

State Prerequisites Take All: COS-111 and COS-112

State Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-115_2016FA

Cosmetology Concepts III

COS-115

CIS Course ID S24640

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.

State Prerequisites Take All: COS-111 and COS-112

State Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-116_2016FA

Salon III

COS-116

CIS Course ID S24641

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.

State Prerequisites Take All: COS-111 and COS-112

State Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-118_2016FA

Salon IV

COS-118

CIS Course ID S24643

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.

State Prerequisites Take All: COS-111 and COS-112

State Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-119_1999SU

Esthetics Concepts I

COS-119

CIS Course ID S12170

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-120_1999SU

Esthetics Salon I

COS-120

CIS Course ID S10851

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-125_1999SU

Esthetics Concepts II

COS-125

CIS Course ID S10785

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-126_2015FA

Esthetics Salon II

COS-126

CIS Course ID S24328

Class 0 Lab 18 Clinical 0 Work 0 Credit 6

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, and surface manipulation in relation to skin care, 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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-240_1998FA

Contemporary Design

COS-240

CIS Course ID S10391

Class 1 Lab 3 Clinical 0 Work 0 Credit 2

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

State Prerequisites Take All: COS-111 and COS-112
State Corequisites None
College Transfer N/A
National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS 140 (Summer 1997) was replaced by COS 240 (Fall 1998) per CRC 06/19/98

COS-253_2000FA **Esthetics Instructor Concepts I** **COS-253**

CIS Course ID S13101

Class 6 Lab 15 Clinical 0 Work 0 Credit 11

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, and student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

COS-254_2000FA **Esthetic Instructor Concepts II** **COS-254**

CIS Course ID S13008

Class 6 Lab 15 Clinical 0 Work 0 Credit 11

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General

CTS-130_2016FA **Spreadsheet** **CTS-130**

CIS Course ID S24366

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.

State Prerequisites None

State Corequisites None

College Transfer N/A
National ID (CIP) 11.0103 Information Technology

DFT-151_1997SU **CAD I** **DFT-151**

CIS Course ID S13857

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 15.1302 CAD/CADD Drafting and/or Design Technology/Technician

DFT-152_2005SP **CAD II** **DFT-152**

CIS Course ID S20642

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 15.1302 CAD/CADD Drafting and/or Design Technology/Technician

DFT- 153_2005SP **CAD III** **DFT-153**

CIS Course ID S20643

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 15.1302 CAD/CADD Drafting and/or Design Technology/Technician

ECO-151_1997SU **Survey of Economics** **ECO-151**

CIS Course ID S13257

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.

State Prerequisites	None
State Corequisites	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.
National ID (CIP)	45.0601

ECO-251_1997SU Principles of Microeconomics ECO-251

CIS Course ID S11774

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.

State Prerequisites	None
State Corequisites	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.
National ID (CIP)	45.0601

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ECO-252_1997SU Principles of Macroeconomics ECO-252 CIS

Course ID S11710

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.

State Prerequisites	None
State Corequisites	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.
National ID (CIP)	45.0601

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

EDU-119_2022FA Introduction to Early Child Education EDU-119

CIS Course ID S25916

Class 4 Lab 0 Clinical 0 Work 0 Credit 4

This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings and design a personal career/professional development plan.

State Prerequisites None State

Corequisites None College

Transfer N/A

National ID (CIP) 13.1210 Early Childhood Education/Teaching

EDU-131_2020FA

Child, Family, and Community

EDU-131

CIS Course ID S25339

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 13.1210 Early Childhood Education and Teaching

EDU-131A_2020FA

Child Family Community Lab

EDU-131A

CIS Course ID S25340

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

This course covers practical applications that support the healthy interactions with families and children birth through adolescence by applying principles of quality, individualized, responsive/engaging relationships and experiences. Emphasis is placed on supporting and engaging diverse families and children birth through adolescence, providing safe, warm and nurturing

interactions, and the application of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to demonstrate the ability to engage in respectful and responsive communication, develop partnerships with children, families and communities in which they live.

State Prerequisites	None
State Corequisites	Take EDU-131
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	13.1210 Early Childhood Education and Teaching

EDU-144_2020FA

Child Development I

EDU-144

CIS Course ID S25341

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

State Prerequisites	None
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	13.1210 Early Childhood Education and Teaching

EDU-145_2020FA

Child Development II

EDU-145

CIS Course ID S25342

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

State Prerequisites	None
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State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	13.1210 Early Childhood Education and Teaching

EDU-146_2020FA	Child Guidance	EDU-146
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CIS Course ID S25343

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

State Prerequisites None State

Corequisites None College

Transfer N/A

National ID (CIP) 13.1210 Early Childhood Education and Teaching

EDU-151_2022FA	Creative Activities	EDU-151
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CIS Course ID S25919

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

State Prerequisites None State

Corequisites None College

Transfer N/A

National ID (CIP) 13.1210 Early Childhood Education and Teaching

EDU-153_2020FA	Health, Safety and Nutrition	EDU-153
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CIS Course ID S25348

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 13.1210 Early Childhood Education and Teaching

EDU-216_2020FA

Foundations of Education

EDU-216

CIS Course ID S25368

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 13.1210 Early Childhood Education and Teaching

EDU-221_2020FA

Children With Exceptionalities

EDU-221

CIS Course ID S25370

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners.

Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

State Prerequisites	Take one set: Set 1: EDU-144 and EDU-145; Set 2: PSY-244 and PSY-245
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	13.1210 Early Childhood Education and Teaching

EDU-234_2020FA Infants, Toddlers, and Twos EDU-234

CIS Course ID S25373

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

State Prerequisites	Take EDU-119
State Corequisites	None
College Transfer	N/A
National ID (CIP)	13.1210 Early Childhood Education and Teaching

EDU-235_2020FA School-Age Development & Programs EDU-235

CIS Course ID S25375

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 and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.

State Prerequisites	None
State Corequisites	None
College Transfer	N/A
National ID (CIP)	13.121

EDU-250_2018FA Teacher Licensure Preparation EDU-250

CIS Course ID S25134

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs,

the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

State Prerequisites	Take One Set: Set 1: ENG-111 and MAT-143; Set 2: ENG-111 and MAT-152; Set 3: ENG-111 and MAT-171
State Corequisites	None
College Transfer	N/A
National ID (CIP)	13.1210 Early Childhood Education and Teaching

EDU-259_2020FA

Curriculum Planning

EDU-259

CIS Course ID S25390

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

State Prerequisites Take EDU-119 State

Corequisites None

College Transfer N/A

National ID (CIP) 13.1210 Early Childhood Education and Teaching

EDU-261_2020FA

Early Childhood Administration I

EDU-261

CIS Course ID S25391

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

State Prerequisites None

State Corequisites Take EDU-119

College Transfer N/A

National ID (CIP) 13.1210 Early Childhood Education and Teaching

EDU-262_2020FA

Early Childhood Administration II

EDU-262

CIS Course ID S25392

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course focuses on advocacy/leadership, public relations/community outreach and program

quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

State Prerequisites	Take All: EDU-119 and EDU-261
State Corequisites	None
College Transfer	N/A
National ID (CIP)	13.1210 Early Childhood Education and Teaching

EDU-271_2020FA	Educational Technology	EDU-271
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CIS Course ID S25394

Class	2	Lab	2	Clinical	0	Work	0	Credit	3
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This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

State Prerequisites None

State	Corequisites	None
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College Transfer	N/A
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National ID (CIP) 13.1210 Early Childhood Education and Teaching

EDU-280_2020FA	Language/Literacy Experiences	EDU-280
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CIS Course ID S25396

Class	3	Lab	0	Clinical	0	Work	0	Credit	3
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This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

State Prerequisites None State

Corequisites	None
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College Transfer	N/A
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National ID (CIP) 13.1210 Early Childhood Education and Teaching

EDU-284_2020FA	Early Child Capstone Practicum	EDU-284
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CIS Course ID S25400

Class	1	Lab	9	Clinical	0	Work	0	Credit	4
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This course is designed to allow students to demonstrate acquired skills in a three star (minimum)

or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

State Prerequisites Take One Set: Set 1: EDU-119, EDU-144, EDU-145, EDU-146, and EDU- 151; Set 2: EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151; Set 3: EDU-119, EDU-144, PSY-245, EDU-146, and EDU-151; Set 4: EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151

State Corequisites	None
College Transfer	N/A
National ID (CIP)	13.1210 Early Childhood Education and Teaching

EHS-116_2002FA **Environmental Management** **EHS-116**

CIS Course ID S16320

Class	4	Lab	0	Clinical	0	Work	0	Credit	4
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This course covers management of hazardous materials and hazardous waste in industrial and institutional settings. Emphasis is on compliance with applicable regulations promulgated by the U.S. Environmental Protection Agency and the U.S. Department of Transportation, as enforced by NC state agencies. Upon completion, students should be able to implement appropriate compliance strategies.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 15.0701 Occupational Safety and Health Technology/Technician

EHS-211_2000FA **Environmental Health/Toxicology** **EHS-211**

CIS Course ID S13115

Class	5	Lab	0	Clinical	0	Work	0	Credit	5
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This course covers the many effects of environmental agents (chemical, physical, and biological) on human health. Particular emphasis is placed on principles of toxicology and federal regulations relevant to environmental health. Upon completion, students should be able to recommend rational strategies for the control of chemical hazards in the occupational and general environment.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 15.0701 Occupational Safety and Health Technology/Technician

EHS-215_1997SU **Incident Management** **EHS-215**

CIS Course ID S11524

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course introduces management of hazardous materials and incidents. Topics include analysis and application of the Incident Command System from the discovery of a hazardous substance release to decontamination and termination procedures. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of hazardous materials team members.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 15.0701 Occupational Safety and Health Technology/Technician

ELC-111_1997SU

Introduction to Electricity

ELC-111

CIS Course ID S11841

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0302 Electrician

ELC-113_2013FA

Residential Wiring

ELC-113

CIS Course ID S23518

Class 2 Lab 6 Clinical 0 Work 0 Credit 4

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

Competencies

Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.

Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to residential electrical circuits.

Draw, plan and interpret electrical plans and symbols used in residential applications

Identify, size, and install wiring and electrical distribution equipment and devices associated with residential electrical installations in accordance with the National Electrical Code. 5. Recognize and demonstrate appropriate use of tools and materials that are used in residential wiring.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 46.0302 Electrician

ELC-114_2013FA

Commercial Wiring

ELC-114

CIS Course ID S23519

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 commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

Competencies

Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.

Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to commercial electrical circuits.

Draw, plan, and interpret electrical plans and symbols used in commercial applications.

Identify, size, and install wiring and electrical distribution equipment and devices associated with commercial electrical installations in accordance with the National Electrical Code. 5. Recognize and demonstrate appropriate use of tools and materials that are used in commercial wiring.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 46.0302 Electrician

ELC-115_2013FA

Industrial Wiring

ELC-115

CIS Course ID S23520

Class 2 Lab 6 Clinical 0 Work 0 Credit 4

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

Competencies

Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.

Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to industrial electrical circuits.

Draw, plan, and interpret electrical plans and symbols used in industrial applications.

Identify, size, and install wiring and electrical distribution equipment and devices associated with industrial electrical installations in accordance with the National Electrical Code.

Recognize and demonstrate appropriate use of tools and materials that are used in industrial wiring.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 46.0302 Electrician

ELC-117_2013FA

Motors and Controls

ELC-117

CIS Course ID S23521

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.

Competencies

Demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.

Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to control circuits.

Interpret and use ladder and wiring diagrams, symbols, and schematics.

Demonstrate and describe the use of relays, contactors, motor starters and pilot devices in electrical control circuits.

Describe principles and operations related to electrical control circuits.

Describe the concepts of rotating electrical machinery.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 46.0302 Electrician

ELC-118_1997SU

National Electrical Code

ELC-118

CIS Course ID S11926

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.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 46.0302 Electrician

ELC-119_1997SU

NEC Calculations

ELC-119

CIS Course ID S11833

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0302 Electrician

ELC-122_2013FA

Advanced Residential Wiring

ELC-122

CIS Course ID S23685

Class 2 Lab 4 Clinical 0 Work 0 Credit 4

This course introduces advanced topics in residential electrical installations including the requirements of the National Electrical Code (NEC). Topics include NEC, special purpose outlets, telephone and low voltage signal systems, swimming pool electrical systems, home automation systems, standby power systems and residential utility-interactive photovoltaic systems. Upon completion, students should be able to properly install conduits, wiring, electrical distribution equipment, low voltage, standby power, automated systems, and utility-interactive photovoltaic systems associated with advanced residential electrical installations.

Competencies

Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.

Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to advanced residential electrical circuits.

Draw, plan and interpret electrical plans and symbols used in advanced residential applications.

Identify, size, and install wiring and electrical distribution equipment and devices associated with advanced residential electrical installations in accordance with the National Electrical Code.

State Prerequisites Take ELC-113

State Corequisites None College

Transfer N/A

National ID (CIP) 46.0302 Electrician

ELC-128_2013FA

Introduction to PLC

ELC-128

CIS Course ID S23522

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 understand basic PLC systems and create simple programs.

Competencies

Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.

List and describe the hardware components used in PLC systems.

Utilize numbering systems as applied to PLCs.

Demonstrate and describe the use of various PLC instruction sets.

Create various simple PLC programs using the appropriate instruction set.

Apply appropriate troubleshooting methods to PLCs.

State Prerequisites None State

Corequisites None College

Transfer N/A

National ID (CIP) 46.0302 Electrician

ELC-131_2013FA

Circuit Analysis I

ELC-131

CIS Course ID S23482

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

Competencies

Identify and describe the operation of components used in DC/AC circuits.

Apply math formulas and circuit theorems in the analyses of DC/AC Circuits.

Locate and select DC/AC devices using component specifications based on circuit requirements.

Construct series, parallel and combination circuits.

Select and demonstrate the use of appropriate test equipment to analyze circuit operation.

Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.

Identify and demonstrate safe workplace practices.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0302 Electrician

ELC-132_2013FA**Electrical Drawings****ELC-132**

CIS Course ID S23523

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, orthographic views and dimensions, and print reading. Upon completion, students should be able to interpret technical documents and prints and use basic drafting skills to prepare usable field drawings.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0302 Electrician

ELC-133_2013FA**Circuit Analysis II****ELC-133**

CIS Course ID S23484

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0302 Electrician

ELC-138_2013FA**DC Circuit Analysis****ELC-138**

CIS Course ID S23485

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

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.

Competencies

Identify and describe the operation of components used in DC circuits.

Apply math formulas and circuit theorems in the analysis of DC Circuits.

Locate and select DC devices using component specifications based on circuit requirements.

Construct series, parallel and combination circuits.

Select and demonstrate the use of appropriate test equipment to analyze circuit operation.

Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.

Identify and demonstrate safe workplace practices.

State Prerequisites None State

Corequisites None

College Transfer N/A National ID

(CIP) 46.0302 Electrician

ELC-139_2013FA

AC Circuit Analysis

ELC-139

CIS Course ID S23486

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

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.

Competencies

Identify and describe the operation of components used in AC circuits.

Apply math formulas and circuit theorems in the analysis of AC Circuits.

Locate and select AC devices using component specifications based on circuit requirements.

Construct series, parallel and combination circuits.

Select and demonstrate the use of appropriate test equipment to analyze circuit operation.

Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods

Identify and demonstrate safe workplace practices.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0302 Electrician

ELC-215_2007FA

Electrical Maintenance

ELC-215

CIS Course ID S21599

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

ELC-220 2013FA

Photovoltaic Systems Technology

ELC-220

CIS Course ID S23449

Class	2	Lab	3	Clinical	0	Work	0	Credit	3
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This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

State Prerequisites None State

Corequisites None

College Transfer N/A National ID (CIP) 15.1703 Solar
Energy Technology/Technician

This course replaces ALT-220.

ELC-221 2013FA

Advanced Photovoltaic System Designs

ELC-221

CIS Course ID S23453

Class	2	Lab	3	Clinical	0	Work	0	Credit	3
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This course introduces specific elements in photovoltaic (pv) systems technologies including efficiency, modules, inverters, charge controllers, batteries, and system installation. Topics include National Electrical Code (NEC), electrical specifications, photovoltaic system components, array design and power integration requirements that combine to form a unified structure. Upon completion, students should be able to demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems.

State Prerequisites Take ELC-220

State Corequisites	None College
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Transfer	N/A
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National ID (CIP) 15.1703 Solar Energy Technology/Technician

This course replaces ALT-221.

ELC-230_2013FA

Wind & Hydro Power Systems

ELC-230

CIS Course ID S23454

Class	2	Lab	2	Clinical	0	Work	0	Credit	3
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This course introduces concepts, designs, tools, techniques, and material requirements for systems that convert wind and water into usable energy. Topics include the analysis, measurement, and estimation of potential energy of wind and water systems. Upon completion, students should be able to demonstrate an understanding of the technologies associated with converting wind and water into a viable energy source.

State Prerequisites None State
 Corequisites None
 College Transfer N/A
 National ID (CIP) 14.9999 Engineering, Other

This course replaces ALT-240.

ELN-114_2007FA	Marine Electronics	ELN-114 CIS
Course ID S21621 Class	1	Lab
	2	Clinical 0
	Work 0	Credit 2

This course introduces a wide variety of marine electronics that are used in the marine research industry. Topics include basic theory, AC/DC power systems, components, circuits, testing, troubleshooting, and installation of AC and DC marine electronics. Upon completion, students should be able to install, maintain, and operate basic marine electronics used in the marine research industry.

State Prerequisites None
 State Corequisites None
 College Transfer N/A
 National ID (CIP) 14.1001 Electrical and Electronics Engineering

ELN-131_2013FA	Analog Electronics I	ELN-131
CIS Course ID S23487		
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 applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

Competencies
 Identify and describe operation of semiconductor devices.
 Analyze where and how analog components are used.
 Locate and select analog devices using component specifications based on circuit requirements.
 Construct operational circuits using analog devices.
 Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
 Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
 Identify and demonstrate safe workplace practices.

State Prerequisites None State
 Corequisites None
 College Transfer N/A
 National ID (CIP) 14.1001 Electrical and Electronics Engineering

ELN-133_2013FA**Digital Electronics****ELN-133**

CIS Course ID S23488

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, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

Competencies

Identify and describe the operation of digital electronic devices and circuits.

Analyze where and how digital electronics circuits are used.

Locate and select digital electronic devices using component specifications based on circuit requirements.

Construct operational circuits using digital devices.

Select and demonstrate the use of appropriate test equipment to analyze circuit operation.

Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.

Identify and demonstrate safe workplace practices.

State Prerequisites None State

Corequisites None College

Transfer N/A

National ID (CIP) 14.1001 Electrical and Electronics Engineering

ENG-002_2018FA/BSP-4002**Transition English****ENG-002/BSP-**

CIS Course ID S25125

Class 0 Lab 6 Clinical 0 Work 0 Credit 3

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English.

Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

State Prerequisites None State

Corequisites None

College Transfer N/A

ENG-011_2018FA**Writing and Inquiry Support****ENG-011**

CIS Course ID S25127

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

State Prerequisites None State

Corequisites None

College Transfer N/A National ID (CIP)

23.1301 Writing, General

ENG-101_1997SU

Applied Communications I

ENG-101

CIS Course ID S12858

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 23.1301 Writing, General

ENG-111_2020FA

Writing and Inquiry

ENG-111

CIS Course ID S25433

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

Competencies

Demonstrate writing as a recursive process.

Demonstrate writing and inquiry in context using different rhetorical strategies to reflect, analyze, explain, and persuade in a variety of genres and formats.

Students will reflect upon and explain their writing strategies.

Demonstrate the critical use and examination of printed, digital, and visual materials.

Locate, evaluate, and incorporate relevant sources with proper documentation.

Compose texts incorporating rhetorically effective and conventional use of language.

Collaborate actively in a writing community.

State Prerequisites Take One Set: Set 1: DRE-097; Set 2: ENG-002; Set 3: BSP-4002

State Corequisites Take ENG-011
 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.
 National ID (CIP) 23.1301 Writing, General

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ENG-112_2014FA Writing/Research in the Disciplines ENG-112

CIS Course ID S24024

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 writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.

State Prerequisites Take ENG-111
 State Corequisites 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.
 National ID (CIP) 23.1301 Writing, General.

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ENG-131_1997SU Introduction to Literature ENG-131 CIS

Course ID S14000

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.

State Prerequisites Take ENG-111
 State Corequisites Take One: ENG-112, ENG-113, 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.
 National ID (CIP) 23.0101

ENG-231_2014FA American Literature I ENG-231

CIS Course ID S24025

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

Competencies

Describe, analyze, interpret and evaluate features of literary texts in several genres, applying appropriate literary and cultural terms.

Critically analyze and interpret American literature from its beginnings to 1865 within historical and cultural contexts.

Write critical essays about American literature that integrate primary and secondary sources using MLA documentation and standard academic written conventions.

State Prerequisites Take One: ENG-112, ENG 113, or ENG 114

State Corequisites 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.

National ID (CIP) 23.1402

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ENG-232_2014FA

American Literature II

ENG-232

CIS Course ID S24026

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

Competencies

Describe, analyze, interpret, and evaluate features of literary texts in several genres, applying appropriate literary and cultural terms.

Critically analyze and interpret American literature from 1865 to the present within historical and cultural contexts.

Write critical essays about American literature that integrate primary and secondary sources using MLA documentation and standard academic written conventions.

State Prerequisites Take One: ENG-112, ENG-113, or ENG-114

State Corequisites 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.

National ID (CIP) 23.1402

ENG-233_1997SU**Major American Writers****ENG-233**

CIS Course ID S13908

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.

State Prerequisites Take One: ENG-112, or ENG-113, or ENG-114

State Corequisites 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.

National ID (CIP) 23.1402

ENG-241_1997SU**British Literature I****ENG-241**

CIS Course ID S11763

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

State Prerequisites Take ENG-112, ENG-113, or ENG-114

State Corequisites 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.

National ID (CIP) 23.1404

The Transfer Advisory Committee changed the status of this course from General Education: Humanities/Fine Arts AA/AS to Universal General Education Transfer Component (UGETC): Humanities/Fine Arts AA/AS on 12/2/15.

ENG-242_1997SU**British Literature II****ENG-242**

CIS Course ID S11698

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

State Prerequisites Take One: ENG-112, ENG-113, or ENG-114

State Corequisites 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.
National ID (CIP)	23.1404

The Transfer Advisory Committee changed the status of this course from General Education: Humanities/Fine Arts AA/AS to Universal General Education Transfer Component (UGETC): Humanities/Fine Arts AA/AS on 12/2/15.

ENG-243_1997SU **Major British Writers** **ENG-243**

CIS Course ID S11728

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.

State Prerequisites	Take One: ENG-112, ENG-113, or ENG-114
State Corequisites	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.
National ID (CIP)	23.1404

ENG-261_1997SU **World Literature I** **ENG-261**

CIS Course ID S12708

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.

State Prerequisites	Take One: ENG-112, ENG-113, or ENG-114
State Corequisites	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.
National ID (CIP)	23.1401

ENG-262_1997SU **World Literature II** **ENG-262**

CIS Course ID S12600

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.

State Prerequisites	Take One: ENG-112, ENG-113, or ENG-114
State Corequisites	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.
National ID (CIP)	23.1401

ENG-272_1997SU	Southern Literature	ENG-272
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CIS Course ID S13535

Class	3	Lab	0	Clinical	0	Work	0	Credit	3
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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.

State Prerequisites	Take One: ENG-112, ENG-113, or ENG-114
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. National ID (CIP) 23.1402	

ENG-273_1997SU	African-American Literature	ENG-273
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CIS Course ID S13578

Class	3	Lab	0	Clinical	0	Work	0	Credit	3
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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.

State Prerequisites	Take One: ENG-112, ENG-113, or ENG-114
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	23.1402

ENV-214_2013FA	Water Quality	ENV-214
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CIS Course ID S23362

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 15.0506 Water Quality and Wastewater Treatment Management and Recycling Technology

ENV-218_2013FA

Environmental Health

ENV-218

CIS Course ID S23363

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.

Competencies

Discuss global population growth, as well as the need for family planning and family planning programs.

Identify and discuss what determines our health, as well as the causative agents of disease.

Discuss and give examples of chronic and communicable diseases.

Discuss the sources and management of community and non-community water supplies.

Discuss the general principals of environmental toxicology.

Discuss the issues surrounding the need for occupational health and safety.

State Prerequisites None State

Corequisites None

College Transfer N/A National ID (CIP)

51.2202 Environmental Health

ENV-222_2002FA

Air Quality

ENV-222

CIS Course ID S10006

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.

State Prerequisites	Take One Set: Set 1: CHM-131 and ENV-110; Set 2: CHM-131, BIO-140, and BIO-140A
State Corequisites	None
College Transfer	N/A
National ID (CIP)	51.2202 Environmental Health

ENV-224_2006FA **Land Resource Management** **ENV-224**

CIS Course ID S21166

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.

State Prerequisites	Take One Set: Set 1: ENV-110; Set 2: BIO-140 and BIO-140A; Set 3: ENV-120; Set 4: GEL-120; Set 5: PHS-130
State Corequisites	None
College Transfer	N/A
National ID (CIP)	03.0206 Land Use Planning and Management/Development

ENV-226_2013FA **Environmental Law** **ENV-226**

CIS Course ID S23490

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.

State Prerequisites None State
Corequisites None

College Transfer N/A

National ID (CIP) 22.0207 Energy, Environment, and Natural Resources Law

ENV-228_1998FA **Environmental Issues** **ENV-228**

CIS Course ID S14187

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.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 03.0103 Environmental Studies

ENV-232_1998FA **Site Assess & Remediation** **ENV-232**

CIS Course ID S12515

Class 2 Lab 3 Clinical 0 Work 0 Credit 3

This course introduces the concepts and techniques utilized in the assessment and remediation of contaminated soils and groundwater. Emphasis is placed on hydrogeology, environmental sampling, and remediation practices. Upon completion, the student should be able to properly sample environmental media, demonstrate a knowledge of groundwater dynamics, and discuss various remediation approaches.

State Prerequisites Take One Set: Set 1: ENV-110; Set 2: BIO-140 and BIO-140A
State Corequisites None
College Transfer N/A
National ID (CIP) 03.0104 Environmental Science

ENV-236_2003FA **Wetlands Science** **ENV-236**

CIS Course ID S20270

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.

State Prerequisites Take One Set: Set 1: ENV-110; Set 2: BIO-140 and BIO-140A
State Corequisites None
College Transfer N/A
National ID (CIP) 03.0104 Environmental Science

ENV-250_1999SP **Rural Watershed Protection** **ENV-250**

CIS Course ID S11275

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.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 03.0104 Environmental Science

ENV-255_1999SP **Environmental/Public Health Pathogens** **ENV-255**

CIS Course ID S11219

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.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 03.0104 Environmental Science

GEL-111_2014FA **Geology** **GEL-111**

CIS Course ID S24027

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth.

Competencies

Explain fundamental geologic concepts including earth structure, plate tectonics, rocks and minerals, rock cycle, crustal deformation, surficial processes, earth resources and geohazards.

Apply the basic methods of scientific inquiry in the context of geology.

Recognize and quantify the operation of Earth system processes over geologic and human timescales and over local, regional and global spatial scales.

Manipulate, interpret and construct visualizations of geologic data using maps, graphs, and contemporary technology.

Demonstrate an appreciation for the societal relevance of geology and the impact of humans on the earth system.

State Prerequisites None
State Corequisites 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.
National ID (CIP)	40.0601

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

GEO-111_1997SU **World Regional Geography** **GEO-111**

CIS Course ID S13742

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.

State Prerequisites	None
State Corequisites	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.
National ID (CIP)	45.0701

GIS-111_1997SU **Introduction to GIS** **GIS-111**

CIS Course ID S12471

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems.

State Prerequisites	None
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	45.0702 Geographic Information Science and Cartography

GRO-120_2011FA **Gerontology** **GRO-120**

CIS Course ID S22966

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 19.0702 Adult Development and Aging

GRO-220_1997SU

Psychological/Social Aspects of Aging

GRO-220

CIS Course ID S13493

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the individual and social aspects of the aging process. Topics include psychological and social factors of aging; roles of older adults within families, work, and community; and adjustments to aging and retirement.

State Prerequisites Take PSY-150

State Corequisites None

College Transfer N/A

National ID (CIP) 19.0702 Adult Development and Aging

GRO-230_1997SU

Health, Wellness, & Nutrition

GRO-230

CIS Course ID S12338

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course covers basic concepts of health, wellness, and nutrition related to aging. Emphasis is placed on nutrition and diet, physical activity and exercise, and maintenance of well-being. Upon completion, students should be able to identify health, wellness, and nutrition concepts related to aging.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 19.0702 Adult Development and Aging

GRO-240_2012FA

Gerontology Care Managing

GRO-240

CIS Course ID S23247

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers community resources; discusses care management, including assessment, care-planning, evaluation, issues of family, high-risk and self-care. Topics include funding, eligibility for community and health resources, care management protocols, care plan development, identification of major resources and barriers to self-care. Upon completion,

students will be able to develop a care plan for older adults at various levels of needs, including community and health resources.

State Prerequisites	Take GRO-120
State Corequisites	None
College Transfer	N/A
National ID (CIP)	19.0702 Adult Development and Aging

HEA-110_1997SU

Personal Health/Wellness

HEA-110

CIS Course ID S10185

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.

State Prerequisites	None
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	51.0001 Health and Wellness, General

HIS-111_1997SU

World Civilizations I

HIS-111

CIS Course ID S10799

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.

State Prerequisites	None
State Corequisites	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.

National ID (CIP) 54.0101

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS-112_1997SU

World Civilizations II

HIS-112

CIS Course ID S10844

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 54.0101

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS-115_1997SU

Introduction to Global History

HIS-115

CIS Course ID S10822

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 54.0101

HIS-121_1997SU

Western Civilization I

HIS-121

CIS Course ID S13000

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 54.0103

HIS-122_1997SU Western Civilization II HIS-122

CIS Course ID S13096

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 54.0103

HIS-131_1997SU American History I HIS-131

CIS Course ID S10372

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 54.0102

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS-132_1997SU American History II HIS-132

CIS Course ID S10386

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.

State Prerequisites None

State Corequisites	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.
National ID (CIP)	54.0102

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS-221_1997SU **African-American History** **HIS-221**
 CIS Course ID S11507
 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.

State Prerequisites	None
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	54.0102

HIS-236_1997SU **North Carolina History** **HIS-236**
 CIS Course ID S11126
 Class 3 Lab 0 Clinical 0 Work 0 Credit 3
 This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina.

State Prerequisites	None
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	54.0102

HOR-112_2013FA **Landscape Design I** **HOR-112**

CIS Course ID S23383

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 (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

Competencies

Create hand drawn landscape designs.

Use design tools and create a landscape design.

Incorporate elements of sustainability into design process.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0605 Landscaping and Groundskeeping

HOR-114_1997SU

Landscape Construction

HOR-114

CIS Course ID S13181

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0605 Landscaping and Groundskeeping

HOR-116_1997SU

Landscape Management I

HOR-116

CIS Course ID S13238

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0605 Landscaping and Groundskeeping

HOR-124_1997SU**Nursery Operations****HOR-124**

CIS Course ID S13778

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.

State Prerequisites None
State Corequisites None
College Transfer N/A
National ID (CIP) 01.0606

HOR-134_1997SU**Greenhouse Operations****HOR-134**

CIS Course ID S11499

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.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 01.0604 Greenhouse Operations and Management

HOR-138_1997SU**Greenhouse Vegetable Production****HOR-138**

CIS Course ID S11485

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.

State Prerequisites None State
Corequisites None
College Transfer N/A
National ID (CIP) 01.0604 Greenhouse Operations and Management

HOR-142_1997SU**Fruit & Vegetable Production****HOR-142**

CIS Course ID S14306

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations, General

HOR-150_1997SU

Intro to Horticulture

HOR-150

CIS Course ID S12809

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations, General

HOR-160_2013FA

Plant Materials I

HOR-160

CIS Course ID S23284

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

Competencies

Identify landscape plants, including natives by both botanical and common name using morphological characteristics.

Explain the cultural practices used for growing each plant in the landscape.

Select plant materials for specific horticultural applications.

Discuss plant growth characteristics, site requirements, and sustainable landscape uses.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations, General

HOR-162_1997SU**Applied Plant Science****HOR-162**

CIS Course ID S13621

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

State Prerequisites None State

Corequisites None

College Transfer N/A National ID (CIP) 01.0601 Applied

Horticulture/Horticulture Operations, General

HOR-164_2013FA**Horticultural Pest Management****HOR-164**

CIS Course ID S23384

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

Competencies

Demonstrate pest identification and management using sustainable methods.

Identify major horticultural pests, such as insects, pathogen and weeds and create an integrated pest management plan.

Prepare for the North Carolina Pesticide Applicators exam.

State Prerequisites None State

Corequisites None

College Transfer N/A National ID (CIP) 01.0601 Applied

Horticulture/Horticulture Operations, General

HOR-166_2013FA**Soils & Fertilizers****HOR-166**

CIS Course ID S23385

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

Competencies

Identify the physical, chemical and biological properties of soils.

Collect soil sample and interpret the results.

Select and apply fertilizers according to sustainable practices. State

Prerequisites None

State Corequisites None

College Transfer N/A
National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations, General

HOR-168_1997SU **Plant Propagation** **HOR-168**

CIS Course ID S13635

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations, General

HOR-213_1997SU **Landscape Design II** **HOR-213**

CIS Course ID S11339

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

State Prerequisites Take HOR-112

State Corequisites None

College Transfer N/A

National ID (CIP) 01.0605 Landscaping and Groundskeeping

HOR-215_1997SU **Landscape Irrigation** **HOR-215**

CIS Course ID S11301

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0605 Landscaping and Groundskeeping

HOR-245_1997SU **Horticulture Specialty Crops** **HOR-245**

CIS Course ID S10311

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion,

students should be able to choose, grow, and market a horticultural crop of special or local interest.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations, General

HOR-255_1997SU

Interiorscapes

HOR-255

CIS Course ID S12077

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0605 Landscaping and Groundskeeping

HOR-265_2001FA

Advanced Plant Materials

HOR-265

CIS Course ID S11552

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, students should be able to correctly select plants for specific landscape uses.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations, General

HOR-273_1997SU

Horticulture Management & Marketing

HOR-273

CIS Course ID S13304

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations, General

HSE-110_1997SU

Introduction to Human Services

HSE-110

CIS Course ID S12827

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CM as a premajor and/or elective course requirement.

National ID (CIP) 44.0000 Human Services

HSE-112_1997SU

Group Process I

HSE-112

CIS Course ID S12789

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

State Prerequisites None

State Corequisites None College

Transfer N/A

National ID (CIP) 44.0000 Human Services

HSE-115_1997SU

Health Care Concepts

HSE-115

CIS Course ID S12765

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course covers basic aspects of health and medical care. Emphasis is placed on the mental, social, and physical needs of various groups; first aid in emergency situations; and medical/legal ethics. Upon completion, students should be able to identify various health/medical situations, obtain appropriate certifications, and understand the medical/legal ramifications of health care.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 44.0000 Human Services

HSE-120_1997SU

Interpersonal Relations

HSE-120

CIS Course ID S13622

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the interpersonal and communication skills used in helping relationships and professions. Topics include self-understanding; growth techniques; assertive, passive, and aggressive behaviors; and effective communications in the helping role. Upon completion, students

should be able to demonstrate skills for effective communications in helping relationships which promote understanding of self, other people, and personal growth.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 44.0000 Human Services

HSE-123_2024FA

Interviewing Tech Human Service

HSE-123

CIS Course ID S26343

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 44.0000 Human Services

HSE-125_2008SP

Counseling

HSE-125

CIS Course ID S21902

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 44.0000 Human Services

HSE-210_2024FA

Diversity Ethics and Trends

HSE-210

CIS Course ID S26348

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to provide students with an in-depth understanding of the role of diversity and ethical considerations within the human services profession. Emphasis is placed on the knowledge and skills in the evolving landscape of human services. Upon completion, students should be able to apply ethical decision-making, demonstrate an understanding of diverse perspectives, and identify current trends in the human services field.

State Prerequisites None

State Corequisites None

College Transfer N/A

HSE- 215_1997SU

Health Care

HSE-215

CIS Course ID S12021

Class 3 Lab 2 Clinical 3 Work 0 Credit 5

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patient's rights, legal and ethical responsibilities, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, medical terminology, and mental health. Upon completion, students should be able to demonstrate the skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide Registry.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 44.0000 Human Services

HSE-220_2024FA
220

Case Management

HSE-

CIS Course ID S26350

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers a variety of tasks associated with professional case management. Topics include assessment, service planning, referral procedures, documentation, follow-up, and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 44.0000 Human Services

HSE-225_2024FA

Crisis and Intervention Prin

HSE-225

CIS Course ID S26352

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the types of crises and the principles of intervention. Emphasis is placed on identifying culturally competent techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond effectively.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 44.0000 Human Services

HUM-115_2020FA

Critical Thinking

HUM-115

CIS Course ID S25444

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.

State Prerequisites Take one set: Set 1: DRE-098; Set 2: ENG-002; Set 3: BSP-4002; Set 4: ENG-111

State Corequisites 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.

National ID (CIP) 24.0103

HUM-120_1997SU

Cultural Studies

HUM-120

CIS Course ID S12973

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.

State Prerequisites None State

Corequisites 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.

National ID (CIP) 24.0103

HUM-130_1997SU

Myth in Human Culture

HUM-130

CIS Course ID S13721

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.

State Prerequisites None

State Corequisites 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.
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National ID (CIP)	24.0103
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HUM-160_1999FA	Introduction to Film	HUM-160
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CIS Course ID S16395

Class	2	Lab	2	Clinical	0	Work	0	Credit	3
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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.

State Prerequisites	None
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State Corequisites	None
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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.
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National ID (CIP)	24.0103
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ISC-112_2013FA	Industrial Safety	ISC-112
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CIS Course ID S23527

Class	2	Lab	0	Clinical	0	Work	0	Credit	2
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This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

Competencies
Describe and identify safety practices required to perform various job-related activities.
Describe the application of OSHA procedures and requirements for compliance.

State Prerequisites	None
Corequisites	None

College Transfer	N/A
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National ID (CIP)	15.0701 Occupational Safety and Health Technology/Technician
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ISC-121_2005SP	Environmental Health & Safety	ISC-121
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CIS Course ID S20650

Class	3	Lab	0	Clinical	0	Work	0	Credit	3
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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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 15.0701 Occupational Safety and Health Technology/Technician

LDR-110_2018FA

Introduction to Leadership

LDR-110

CIS Course ID S25171

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces students to concepts, models and practices of leadership that are effective in governmental, business, civic, community and political organizations. Emphasis is placed on the purposes and structures of various types of organizations and examines the leadership styles and strategies that align with these organizations. Upon completion, students should be able to recognize and apply the elements effective leadership in a variety of contexts.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 52.0213 Organizational Leadership

MAS-110_2000FA

Masonry I

MAS-110

CIS Course ID S16420

Class 5 Lab 15 Clinical 0 Work 0 Credit 10

This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0101 Mason/Masonry

MAS-120_2000FA

Masonry II

MAS-120

CIS Course ID S16421

Class 5 Lab 15 Clinical 0 Work 0 Credit 10

This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0101 Mason/Masonry

MAS-130_1997SU**Masonry III****MAS-130**

CIS Course ID S12979

Class 6 Lab 6 Clinical 0 Work 0 Credit 8

This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0101 Mason/Masonry

MAS-170_2000FA**Masonry Technology Management****MAS-170**

CIS Course ID S12497

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course extends the concepts covered in the masonry curriculum. Topics include ornamental material applications, job site safety, and site management, including environmental impact, employee supervision, and job cost management. Upon completion, students should be able to demonstrate advanced installation skills, as well as analyze and implement various management requirements.

State Prerequisites None

State Corequisites Take MAS-130

College Transfer N/A

National ID (CIP) 46.0101 Mason/Masonry

MAT-003_2018FA/BSP-4003**Transition Math****MAT-003/BSP-4003**

CIS Course ID S25126

Class 0 Lab 6 Clinical 0 Work 0 Credit 3

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

State Prerequisites None State

Corequisites None

College Transfer N/A

MAT-010_2018FA**Math Measurement & Literacy Support****MAT-010**

CIS Course ID S25128

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

State Prerequisites None State
Corequisites None
College Transfer N/A

MAT-043_2018FA

Quantitative Literacy Support

MAT-043

CIS Course ID S25136

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

State Prerequisites None State
Corequisites None
College Transfer N/A

MAT-052_2018FA

Statistical Methods I Support

MAT-052

CIS Course ID S25135

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

State Prerequisites None State
Corequisites None
College Transfer N/A

MAT-071_2018FA

Precalculus Algebra Support

MAT-071

CIS Course ID S25141

Class 0 Lab 4 Clinical 0 Work 0 Credit 2

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social

skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

State Prerequisites None State

Corequisites None

College Transfer N/A

Please note: This MAT-071 course is not equivalent or related to the original MAT 071 (Fast Track Introductory Algebra), which was archived in Summer 2013.

MAT-110_2020FA

Math Measurement & Literacy

MAT-110

CIS Course ID S25428

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

Competencies

Demonstrate estimation skills and justify results.

Use dimensional analysis to convert units of measurement.

Employ fractions, percentages and proportions to solve contextual problems.

Compute geometric measurements of perimeter, area, volume and angles.

Use technology to analyze and interpret elements of personal finance.

Compare and contrast measures of center and measures of dispersion.

Interpret tables, charts, graphs and communicate results.

State Prerequisites Take One Set: Set 1: DMA-010, DMA-020, and DMA-030; Set 2: DMA-025; Set 3: MAT-003; Set 4: BSP-4003

State Corequisites Take MAT-010

College Transfer N/A

National ID (CIP) 27.0101 Mathematics, General

MAT-143_2020FA

Quantitative Literacy

MAT-143

CIS Course ID S25430

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating

quantitative information found in modern media and encountered in everyday life.

Competencies

Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity

Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement

Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed decisions based on data and graphs

Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing

Describe, analyze, and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies

Determine probabilities and expected values and use them to assess risk and make informed decisions

Analyze civic and/or societal issues and critique decisions using relevant mathematics

State Prerequisites Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DRE-098; Set 2: DMA-010, DMA-020, DMA-030, and ENG-002; Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002; Set 4: DMA-025, and DRE-098; Set 5: DMA-025, and ENG-002; Set 6: DMA-025, and BSP-4002; Set 7: MAT-003 and DRE-098; Set 8: MAT-003 and ENG-002; Set 9: MAT-003 and BSP-4002; Set 10: BSP-4003 and DRE-098; Set 11: BSP-4003 and ENG-002; Set 12: BSP-4003 and BSP-4002

State Corequisites Take MAT-043

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).

National ID (CIP) 27.0101 Mathematics, General

Successful completion of MAT-152 permits a student to register for MAT-143 without the corequisite MAT-043.

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MAT-152_2020FA Statistical Methods I MAT-152

CIS Course ID S25431

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results.

Competencies

Organize, display, calculate, and interpret descriptive statistics

Apply basic rules of probability

Identify and apply appropriate probability distributions

Perform regression analysis

Analyze sample data to draw inferences about a population parameter

Communicate results through a variety of media

State Prerequisites Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DRE-098; Set 2: DMA-010, DMA-020, DMA-030, and ENG-002; Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002; Set 4: DMA-025, and DRE-098; Set 5: DMA-025, and ENG-002; Set 6: DMA-025, and BSP-4002; Set 7: MAT-003 and DRE-098; Set 8: MAT-003 and ENG-002; Set 9: MAT-003 and BSP-4002; Set 10: BSP-4003 and DRE-098; Set 11: BSP-4003 and ENG-002; Set 12: BSP-4003 and BSP-4002

State Corequisites Take MAT-052

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).

National ID (CIP) 27.0501 Statistics, General

Successful completion of MAT-143 permits a student to register for MAT-152 without the corequisite MAT-052.

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MAT-171_2020FA Precalculus Algebra MAT-171

CIS Course ID S25432

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra- related problems with and without technology.

Competencies

Use analytical, graphical, and numerical representations to solve absolute value, radical, polynomial, rational, exponential, and logarithmic equations with both real and complex solutions.

Use analytical, graphical, and numerical representations to solve absolute value, polynomial and rational inequalities with real solutions.

Use analytical, graphical, and numerical representations to analyze absolute value, radical, polynomial, rational, exponential and logarithmic functions with both real and complex zeros.

Use polynomial, exponential and logarithmic functions to model various real world situations in order to analyze, draw conclusions, and make predictions.

National ID (CIP) 27.0102 Algebra and Number Theory

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Use multiple representations to define, construct and analyze conic sections.

Create, graph, and analyze parametric equations. State

Prerequisites Take MAT-171

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Mathematics.
This course has been approved for transfer under the ICAA as a general education course in Mathematics.

National ID (CIP) 27.0101 Mathematics, General

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MAT-175_2025 Precalculus MAT-175

CIS Course ID S26404

Class 4 Lab 2 Clinical 0 Work 0 Credit 5

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions and their graphs, with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry and geometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Mathematics.
This course has been approved for transfer under the ICAA as a general education course in Mathematics.

National ID (CIP) 27.0101 Mathematics, General

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MAT-263_2014FA Brief Calculus MAT-263

CIS Course ID S23937

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results.

Competencies

Calculate limits and verify using graphical, numerical and analytical methods.

Interpret the derivative as a rate of change.

Analyze and interpret the derivative of algebraic, exponential, and logarithmic functions. 4.

Evaluate antiderivatives and definite integrals of algebraic, exponential, and logarithmic functions.

Apply derivatives and integrals to business, economics, and biological and behavioral

sciences contexts.

Use appropriate technology and communicate results through a variety of media.

State Prerequisites	Take MAT-171
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.
National ID (CIP)	27.0101 Mathematics, General

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MAT-271_2014FA Calculus I MAT-271

CIS Course ID S23939

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology.

Competencies

Apply the definition of limit to evaluate limits by multiple methods and use it to derive the definition and rules for differentiation and integration.

Use derivatives to analyze and graph algebraic and transcendental functions.

Select and apply appropriate models and differentiation techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving optimization and related rates.

Apply the definition of indefinite integral to solve basic differential equations.

Apply the definition of definite integral to evaluate basic integrals.

Use the fundamental theorem of calculus to evaluate integrals involving algebraic and transcendental functions.

State Prerequisites	Take: MAT-172
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.
National ID (CIP)	27.0101 Mathematics, General.

The following criteria were approved by the Senior Vice President - Chief Academic Officer on June 16, 2020: A student may place directly into MAT 271 if the student has met at least one (1) of the following criteria within the past five (5) years: A score of 2 or higher on the AP Calculus AB Exam. A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher. A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test. A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test. A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from

another state. A score of 600 or higher on the new (March 2016 and beyond) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. A score of 560 or higher on the SAT Subject Test in Mathematics Level 2. Local diagnostic exam or challenge exam which demonstrates proficiency in Precalculus course(s) competencies. An unweighted HS GPA of 3.5 or higher and a grade of C or higher in the North Carolina Standard Course of Study Pre- Calculus course or an equivalent course from another state.

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MAT-272_2014FA Calculus II MAT-272

CIS Course ID S23940

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology.

Competencies

Select and apply appropriate models and integration techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving volume, arc length, surface area, centroids, force and work.

Evaluate proper and improper integrals using various integration techniques.

Analyze the convergence and divergence of infinite sequences and series and find the Taylor and McLaurin representations for transcendental functions.

Use differentiation and integration to analyze the graphs of polar form equations and parametric form equations.

Solve separable and first-order linear differential equations.

Analyze and graph conic sections using calculus techniques.

State Prerequisites Take MAT-271

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a general education course in Mathematics.

This course has been approved for transfer under the ICAA as a general education course in Mathematics.

National ID (CIP) 27.0101 Mathematics, General.

The Transfer Advisory Committee changed the status of this course from General Education: Math/AS to Universal General Education Transfer Component (UGETC): Math/AS on 12/2/15.

MED-110_1997SU Orientation to Medical Assisting MED-110

CIS Course ID S11175

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-114_1997SU Professional Interactions in Health Care MED-114

CIS Course ID S11184

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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-116_1997SU Introduction to Anatomy & Physiology MED-116

CIS Course ID S11160

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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-118_1997SU Medical Law and Ethics MED-118

CIS Course ID S11173

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-121_1997SU Medical Terminology I MED-121

CIS Course ID S12737

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-122_1997SU Medical Terminology II MED-122

CIS Course ID S12833

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.

State Prerequisites Take MED-121 State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-130_1997SU Administrative Office Procedures I MED-130

CIS Course ID S10285

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-131_1998FA Administrative Office Procedures II MED-131

CIS Course ID S16431

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-134_1997SU Medical Transcription MED-134

CIS Course ID S10271

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.

State Prerequisites Take MED-121

State Corequisites None

College Transfer N/A

National ID (CIP) 51.0708 Medical Transcription/Transcriptionist

MED-140_1997SU Exam Room Procedures I MED-140

CIS Course ID S11885

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-150_1997SU Laboratory Procedures I MED-150

CIS Course ID S10688

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 coursetopics.

State Prerequisites None State

Corequisites None

College Transfer N/A National ID (CIP) 51.0801

Medical/Clinical Assistant

MED-180_1997SU CPR Certification MED-180

CIS Course ID S11558

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.

State Prerequisites None State

Corequisites None

College Transfer N/A National ID (CIP) 34.0199 Health-Related

Knowledge and Skills, Other

MED-260_2011FA MED Clinical Practicum MED-260

CIS Course ID S22977

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-264_1997SU Medical Assisting Overview MED-264

CIS Course ID S13592

Class 2 Lab 0 Clinical 0 Work 0 Credit 2

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

State Prerequisites None State

Corequisites None

College Transfer N/A

MED-270_1997SU Symptomatology MED-270

CIS Course ID S11862

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-272_2001FA Drug Therapy MED-272

CIS Course ID S16433

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-274_1997SU Diet Therapy/Nutrition MED-274

CIS Course ID S11835

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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MED-276_1997SU Patient Education MED-276

CIS Course ID S11808

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.0801 Medical/Clinical Assistant

MKT-120_2015FA Principles of Marketing MKT-120

CIS Course ID S24159

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.

Competencies

Define the role of marketing in business.

Explain the role of selling, customer relations and product management in marketing.

Describe marketing.

Define pricing and channel management strategies.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 52.1401 Marketing/Marketing Management, General

MKT-123_2015FA Fundamentals of Selling MKT-123

CIS Course ID S24160

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.

Competencies

Identify appropriate sales techniques for various selling situations.

Describe sales techniques.

Explain the necessity of selling skills in modern business environment. State

Prerequisites None State

Corequisites None College

Transfer N/A

National ID (CIP) 52.1401 Marketing/Marketing Management, General

MUS-110_1997SU Music Appreciation MUS-110

CIS Course ID S13676

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 36.0115 Music

*This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]***MUS-112_1997SU Introduction to Jazz MUS-112**

CIS Course ID S13646

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 36.0115 Music

*This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]***MUS-113_1997SU American Music MUS-113**

CIS Course ID S13699

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.

State Prerequisites None

State Corequisites 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.
National ID (CIP)	36.0115 Music

MUS-210_2003FA	History of Rock Music	MUS-210
CIS Course ID S20297		
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.		
State Prerequisites	None	
State Corequisites	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.	
National ID (CIP)	50.0902	

OST-148_2017FA	Medical Insurance & Billing	OST-148
CIS Course ID S24693		
Class	3	Lab 0 Clinical 0 Work 0 Credit 3
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.		
State Prerequisites	None	
Corequisites	None	
College Transfer	N/A	
National ID (CIP)	52.0204 Office Management and Supervision	

OST-149_1999FA	Medical Legal Issues	OST-149
CIS Course ID S10679		
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.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 52.0204 Office Management and Supervision

OST-236_2017FA Advanced Word Processing OST-236

CIS Course ID S24700

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

State Prerequisites Take OST-136

State Corequisites None

College Transfer N/A

National ID (CIP) 52.0204 Office Management and Supervision

PCI-150_2007FA Process Control Systems PCI-150

CIS Course ID S21606

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course introduces the procedures and techniques for integrating process instrumentation into computerized control systems. Emphasis is placed on the techniques used to take digital and analog signals to control industrial processes. Upon completion, students should be able to install, maintain, and calibrate process control systems.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 15.0404 Instrumentation Technology/Technician

PED-110_1997SU Fit and Well for Life PED-110

CIS Course ID S11789

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.

State Prerequisites None

State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	31.0501 Sports, Kinesiology, and Physical Education/Fitness, General

PED-120_1997SU

Walking for Fitness

PED-120

CIS Course ID S11072

Class 0 Lab 3 Clinical 0 Work 0 Credit 1

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.

State Prerequisites	None
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	31.0501 Sports, Kinesiology, and Physical Education/Fitness, General

PED-121_1997SU

Walk, Jog, Run

PED-121

CIS Course ID S11039

Class 0 Lab 3 Clinical 0 Work 0 Credit 1

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

State Prerequisites	None
State Corequisites	None
College Transfer	This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.
National ID (CIP)	31.0501 Sports, Kinesiology, and Physical Education/Fitness, General

PHI-210_1997SU

History of Philosophy

PHI-210

CIS Course ID S14081

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.

State Prerequisites	Take ENG-111
State Corequisites	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.

National ID (CIP) 38.0101 Philosophy

PHI-215_2014FA Philosophical Issues PHI-215

CIS Course ID S24028

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.

Competencies

Engage in critical thinking.

Identify, reconstruct, and evaluate philosophical arguments.

Analyze key philosophical concepts within epistemology, metaphysics, and ethics.

Demonstrate an understanding of major philosophical views, and how they relate to contemporary issues.

State Prerequisites	Take ENG-111
State Corequisites	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.

National ID (CIP) 38.0101 Philosophy

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHI-240_2014FA Introduction to Ethics PHI-240

CIS Course ID S24029

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 moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to

apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies.

Competencies

Engage in critical thinking about moral issues.

Identify, reconstruct and evaluate ethical arguments.

Analyze key ethical concepts.

Demonstrate understanding of major views in moral philosophy and how they relate to contemporary ethical and social issues.

State Prerequisites Take ENG-111

State Corequisites 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.

National ID (CIP) 38.0101 Philosophy

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHY-110_1997SU Conceptual Physics PHY-110

CIS Course ID S12004

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 40.0801

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHY-110A_1997SU Conceptual Physics Lab PHY-110A

CIS Course ID S13531

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110.

State Prerequisites	None
State Corequisites	Take PHY-110
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.
National ID (CIP)	40.0801

PHY-121_1997SU Applied Physics I PHY-121
CIS Course ID S10761

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.

PHY-151_2018SP	College Physics I	PHY-151 CIS Course ID S24925 Class 3
Lab 2	Clinical0 Work 0Credit 4	

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHY-152_1997SU College Physics II PHY-152

CIS Course ID S11553

Class 3 Lab 2 Clinical 0 Work 0 Credit 4

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

State Prerequisites Take PHY-151

State Corequisites 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.

National ID (CIP) 40.0801

*This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]***PHY-251_1997SU General Physics I PHY-251**

CIS Course ID S12543

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

State Prerequisites Take MAT-271

State Corequisites Take MAT-272

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.

National ID (CIP) 40.0801

*This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]***PHY-252_1997SU General Physics II PHY-252**

CIS Course ID S12686

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

State Prerequisites	Take All: MAT-272 and PHY-251
State Corequisites	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.
National ID (CIP)	40.0801

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PLU-110_1997SU Modern Plumbing PLU-110

CIS Course ID S10579

Class 4 Lab 15 Clinical 0 Work 0 Credit 9

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0503 Plumbing Technology/Plumber

PLU-115_2010SP Basic Plumbing PLU-115

CIS Course ID S22566

Class 2 Lab 6 Clinical 0 Work 0 Credit 4

This course covers the basic installation and maintenance of plumbing systems and components. Topics include safe use of tools, implementation of standard practices, and installation/maintenance of piping, fittings, valves, appliances and fixtures used in plumbed systems. Upon completion, students should be able to install/maintain basic plumbing systems, components, appliances, and fixtures through appropriate use of plumbing tools and standard practices.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0503 Plumbing Technology/Plumber

PLU-120_1997SU Plumbing Applications PLU-120

CIS Course ID S11704

Class 4 Lab 15 Clinical 0 Work 0 Credit 9

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0503 Plumbing Technology/Plumber

PLU-130_1997SU Plumbing Systems PLU-130

CIS Course ID S11016

Class 3 Lab 9 Clinical 0 Work 0 Credit 6

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0503 Plumbing Technology/Plumber

PLU-140_1997SU Introduction to Plumbing Codes PLU-140

CIS Course ID S12595

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0503 Plumbing Technology/Plumber

PLU-150_1997SU Plumbing Diagrams PLU-150

CIS Course ID S10118

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades. State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 46.0503 Plumbing Technology/Plumber

PLU-160_1997SU Plumbing Estimates PLU-160

CIS Course ID S12176

Class 1 Lab 2 Clinical 0 Work 0 Credit 2

This course covers techniques for estimating quantities of materials and cost of installation for various types of plumbing systems. Topics include design of systems, codes, material take-offs, pricing, and public relations. Upon completion, students should be able to order materials needed for installation from a designed system.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 46.0503 Plumbing Technology/Plumber

PLU-211_1997SU Commercial/Industrial Plumbing PLU-211

CIS Course ID S11003

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers the installation of various commercial and industrial piping. Topics include piping in steam, gas, air, fire sprinklers, and other related topics. Upon completion, students should be able to select and install various piping systems for a variety of applications.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0503 Plumbing Technology/Plumber

POL-120_2014FA American Government POL-120

CIS Course ID S24030

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.

Competencies

Demonstrate an understanding of the essential concepts and theories in the course materials.

Illustrate an understanding of the roles, duties, and structural characteristics of the executive, legislative, and judicial branches in the US government.

Analyze how American political institutions and individual behaviors interact to create political outcomes, with an awareness of the global context.

Define the function of political parties, interest groups, public opinion, and the media.

Interpret how American's political history, constitutional structure, and political culture contribute to the state of contemporary American democracy.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 45.1002

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

POL-130_1997SU State & Local Government POL-130

CIS Course ID S14316

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.

State Prerequisites None

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 45.1002

POL-210_1997SU Comparative Government

POL-210

CIS Course ID S14332

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.

State Prerequisites None

State Corequisites 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. National ID (CIP) 45.1001

PSY-150_1997SU General Psychology PSY-150

CIS Course ID S10777

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 42.0101

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PSY-241_1997SU Developmental Psychology PSY-241

CIS Course ID S13114

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.

State Prerequisites Take PSY-150

State Corequisites 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.

National ID (CIP) 42.2703

PSY-281_1997SU Abnormal Psychology

PSY-281

CIS Course ID S12906

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques.

State Prerequisites Take PSY-150

State Corequisites 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.

National ID (CIP) 42.9999

REL-110_1997SU World Religions

REL-110

CIS Course ID S13256

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 38.0201

REL-211_1997SU Introduction to Old Testament

REL-211

CIS Course ID S11707

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

State Prerequisites None

State Corequisites	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.
National ID (CIP)	39.0201

REL-212_1997SU Introduction to New Testament REL-212

CIS Course ID S11723

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.

State Prerequisites	None
State Corequisites	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.
National ID (CIP)	39.0201

SAB-110_2024FA Intro to Addiction & Recovery SAB-110

CIS Course ID S26368

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an overview of the core concepts in addiction and recovery. Topics include the history of substance use, effects on society members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the origins of substance use, addiction, prevention, treatment, and recovery.

State Prerequisites	None
State Corequisites	None
College Transfer	N/A
National ID (CIP)	51.1501 Substance Abuse/Addiction Counseling

SAB-120_2024FA Intake and Assessment SAB-120

CIS Course ID S26369

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course covers processes for rapport building and procedures used to identify and evaluate individuals' strengths and weaknesses. Topics include diagnostic evaluation and placement, effective interviewing and communication techniques, and use of assessment tools. Upon completion, students should be able to establish rapport with individuals, recognize disorders, and obtain information for referrals and placement.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling

SAB-125_2024FA AR Case Management SAB-125

CIS Course ID S22453

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling

SAB-135_2008SP Addictive Process SAB-135

CIS Course ID S21907

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling

SAB-137_1997SU Co-Dependency SAB-137

CIS Course ID S11443

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the adult child concept and co-dependency as syndromes of the addictive process. Emphasis is placed on treatment and recovery within the context of a paradigm shift which allows the individual to choose a healthy model of life. Upon completion,

students should be able to assess levels of co-dependency and associated levels of physical and mental health and develop strategies to enhance health.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling

SAB-210_1997SU Substance Abuse Counseling SAB-210

CIS Course ID S11357

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling

SAB-230_1997SU Family Therapy SAB-230

CIS Course ID S12870

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course covers the theories and models of family systems therapy as designed for families affected by substance abuse and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance abuse and the appropriate model of treatment.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling

SAB-240_1997SU Substance Abuse Issues in Client Service SAB-240

CIS Course ID S10303

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional

responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling

SOC-210_1997SU Introduction to Sociology SOC-210

CIS Course ID S11919

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 45.1101

This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

SOC-213_1997SU Sociology of the Family SOC-213

CIS Course ID S11798

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.

State Prerequisites None

State Corequisites 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.

National ID (CIP) 19.0704

SOC-220_1997SU Social Problems

SOC-220

CIS Course ID S13948

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.

State Prerequisites	None
State Corequisites	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.
National ID (CIP)	45.1101

SOC-225_1997SU Social Diversity SOC-225

CIS Course ID S13923

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.

State Prerequisites	None
State Corequisites	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.
National ID (CIP)	30.2301

SPA-111_1997SU Elementary Spanish I SPA-111

CIS Course ID S13047

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.

State Prerequisites	None
State Corequisites	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.
National ID (CIP)	16.0905

SPA-112_1997SU Elementary Spanish II SPA-112

CIS Course ID S12995

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.

State Prerequisites Take SPA-111

State Corequisites 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.

National ID (CIP) 16.0905

SPA-120_1997SU Spanish for the Workplace SPA-120

CIS Course ID S13709

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

State Prerequisites None State

Corequisites None College

Transfer N/A National

ID (CIP) 16.0905

SPA-211_1997SU Intermediate Spanish I SPA-211

CIS Course ID S11415

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

Take SPA-112

State Prerequisites

State Corequisites 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.

National ID (CIP) 16.0905

SPA-212_1997SU Intermediate Spanish II SPA-212

CIS Course ID S11504

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

State Prerequisites Take SPA-211

State Corequisites 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.

National ID (CIP) 16.0905

SPA-221_1997SU Spanish ConversationSPA-221

CIS Course ID S14295

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations.

State Prerequisites Take SPA-212

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 16.0905

SPA-231_1997SU Reading and Composition

SPA-231

CIS Course ID S12741

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings.

State Prerequisites Take SPA-212

State Corequisites None

College Transfer This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

National ID (CIP) 16.0905

SST-110_2009FA Introduction to Sustainability

SST-110

CIS Course ID S22468

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 30.3301 Sustainability Studies

SST-120_2009FA Energy Use Analysis SST-120

CIS Course ID S22469

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 30.3301 Sustainability Studies

SWK-110_2024FA Intro to Social Work SWK-110

CIS Course ID S26382

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental and behavioral health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (GIP) 44.0701 Social Work

SWK-113_2024FA Cultural Comp & Diversity SWK-113

CIS Course ID S26383

Effective Term Fall 2024 End Term

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course examines and promotes understanding, sensitivity, awareness, and knowledge of various cultures and diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural social services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 44.0701 Social Work

WBL-111_2014FA Work-Based Learning I WBL-111

CIS Course ID S23794

Class 0 Lab 0 Clinical 0 Work 10 Credit 1

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0101 Mason/Masonry

Colleges may add a local suffix to the course number, if needed, to indicate sections if several programs include the same WBL course number. Colleges may also add a program descriptor to the title, such as "Work-Based Learning I-Welding"

WBL-112_2014FA Work-Based Learning I WBL-112

CIS Course ID S23795

Class 0 Lab 0 Clinical 0 Work 20 Credit 2

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 46.0503 Plumbing Technology/Plumber

Colleges may add a local suffix to the course number, if needed, to indicate sections if several programs include the same WBL course number. Colleges may also add a program descriptor to the title, such as "Work-Based Learning I-Welding"

WBL-115_2014FA Work-Based Learning Seminar I WBL-115

CIS Course ID S23799

Class 1 Lab 0 Clinical 0 Work 0 Credit

1 This course description may be written by the individual colleges.

State Prerequisites None

State Corequisites Take One: WBL-111, WBL-112, WBL-113 or WBL-114

College Transfer N/A

National ID (CIP) 15.0699 Industrial Production Technologies/Technicians, Other

Colleges may add a local suffix to the course number, if needed, to indicate sections if several programs include the same WBL course number. Colleges may also add a program descriptor to the title, such as "Work-Based Learning I-Welding"

WEB-110_2008FA Internet/Web Fundamentals WEB-110

CIS Course ID S22058

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.

State Prerequisites None

State Corequisites None

College Transfer N/A

National ID (CIP) 11.0801 Web Page, Digital/Multimedia and Information Resources Design

WLD-110_2013FA Cutting Processes WLD-110

CIS Course ID S23303

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.

Competencies

Identify the parts and functions of an oxy-acetylene cutting torch.

Identify the parts and functions of various cutting equipment.

List the safety practices of using oxy-fuel, plasma-arc, and other cutting equipment.

Set-up and adjust cutting equipment.

Use an oxy-acetylene outfit, plasma cutting equipment, and other equipment to: a. Cut a straight marked line on various thickness steel plate. b. Cut various shapes out of carbon steel plate. c. Cut carbon steel plate to a bevel and pipe.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 48.0508 Welding Technology/Welder

WLD-115_2013FA SMAW (Stick) Plate WLD-115

CIS Course ID S23304

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.

Competencies

Demonstrate SMAW electrode classification in compliance with AWS codes.

Perform a groove weld according to AWS D1.1.

Demonstrate safe and proper SMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 48.0508 Welding Technology/Welder

WLD-116_1997SU SMAW (Stick) Plate/Pipe WLD-116

CIS Course ID S10935

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.

State Prerequisites Take WLD-115 State

Corequisites None

College Transfer N/A

National ID (CIP) 48.0508 Welding Technology/Welder

WLD-121_2013FA GMAW (MIG) FCAW/Plate WLD-121

CIS Course ID S23305

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.

Competencies

Demonstrate the use of GMAW electrode classification in compliance with AWS code for the selection of electrodes.

Demonstrate the use of FCAW electrode classification in compliance with AWS code for the selection of electrodes.

Perform a Fillet weld in accordance with AWS code.

Perform a groove weld in accordance with AWS code.

Demonstrate safe and proper GMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

State Prerequisites None State

Corequisites None

College Transfer N/A

National ID (CIP) 48.0508 Welding Technology/Welder

WLD-122_1997SU GMAW (MIG) Plate/Pipe WLD-122

CIS Course ID S13188

Class 1 Lab 6 Clinical 0 Work 0 Credit 3

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

State Prerequisites Take WLD-121 State

Corequisites None

College Transfer N/A

National ID (CIP) 48.0508 Welding Technology/Welder

WLD-131_2013FA GTAW (TIG) Plate WLD-131

CIS Course ID S23306

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.

Competencies

Demonstrate the use of GTAW electrode classification in compliance with AWS for the selection of electrodes.

Perform a groove weld in accordance with AWS code.

Perform a Fillet weld in accordance with AWS code.

Demonstrate safe equipment setup, operation, and shut-down practices according to manufacturer's recommendations.

State Prerequisites None State

Corequisites None

College Transfer N/A
National ID (CIP) 48.0508 Welding Technology/Welder

WLD-132_1997SU GTAW (TIG) Plate/Pipe WLD-132

CIS Course ID S10497

Class 1 Lab 6 Clinical 0 Work 0 Credit 3

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

State Prerequisites Take WLD-131 State
Corequisites None
College Transfer N/A
National ID (CIP) 48.0508 Welding Technology/Welder

WLD-141_2013FA Symbols & Specifications WLD-141

IS Course ID S23307

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.

Competencies

Identify and read welding symbols.

Identify and explain various lines, notes, and specifications on a blueprint.

Identify the different types of lines on a blueprint.

Interpret destructive testing symbols and their methods.

Interpret non-destructive testing symbols and their methods.

Develop a working sketch.

Create a bill of materials from a blueprint.

State Prerequisites None State
Corequisites None

College Transfer N/A
National ID (CIP) 48.0508 Welding Technology/Welder

WLD-151_2009FA Fabrication I WLD-151

CIS Course ID S22456

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.

State Prerequisites None State

Corequisites None College Transfer

N/A

National ID (CIP) 48.0508 Welding Technology/Welder

WLD-221_1997SU GMAW (MIG) Pipe WLD-221

CIS Course ID S11322

Class 1 Lab 6 Clinical 0 Work 0 Credit 3

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

State Prerequisites Take WLD-122 State

Corequisites None

College Transfer N/A

National ID (CIP) 48.0508 Welding Technology/Welder

WLD-231_1997SU GTAW (TIG) Pipe WLD-231

CIS Course ID S11260

Class 1 Lab 6 Clinical 0 Work 0 Credit 3

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

State Prerequisites Take WLD-132 State

Corequisites None

College Transfer N/A

National ID (CIP) 48.0508 Welding Technology/Welder

WLD-251_1997SU Fabrication II WLD-251

CIS Course ID S10330

Class 1 Lab 6 Clinical 0 Work 0 Credit 3

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

State Prerequisites Take WLD-151

State Corequisites None

College Transfer N/A

National ID (CIP) 48.0508 Welding Technology/Welder

WLD-261_1997SU Certification Practices

WLD-261

CIS Course ID S12019

Class 1 Lab 3 Clinical 0 Work 0 Credit 2

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

State Prerequisites Take All: WLD-115, WLD-121, and WLD-131 State

Corequisites None

College Transfer N/A

National ID (CIP) 48.0508 Welding Technology/Welder

2025-2026 Academic Calendar

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 College Closed Summer Schedule Ends	2
3	4 Faculty Return	5	6	7	8	9
10	11	12 Registration 8:30 am– 7:00 pm	13	14	15 Classes Begin (Full/A-Term)	16
17	18	19 -Last Day to Apply for 75% Refund (A-Term) -Last day to Add (A-Term, Full-Term)	20	21	22	23
24	25 -Last Day to Apply for 75% Refund -Last Day to Drop (Full-Term)	26	27	28 Online Classes Begin	29	30
31						

September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labor Day- College Closed	2 Last Day to Add (Online Term)	3	4	5 Last Day to Apply for 75% Refund (Online Term)	6
7	8	9 Last Day to withdraw without penalty (A-Term)	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Last Day to withdraw without penalty (Full-Term)	4
5	6	7	8	9	10 -Classes End (A-Term) -Last Day to Withdraw without penalty (Online)	11
12	13 -Fall Break -Make up day (if needed)	14 -Fall Break -Make up day (if needed)	15 Classes Begin (B-Term)	16 Grades Due (A-Term)	17 Last Day to Add/ Drop (B-Term)	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 Last Day to Withdraw without penalty (B-Term)	8
9	10	11 Veterans Day No Classes	12	13	14	15
16	17 Spring 2026 Advising Pre-registration	18	19	20	21	22
23	24	25	26 -No Classes -Make up day (if needed)	27 Thanksgiving Holiday College Closed	28 Thanksgiving Holiday College Closed	29
30						

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Classes End (Full-term, B-term, Online)	16 -Final Grades Due (Full-term, B-term, Online) -Graduation Applications Due	17	18	19	20
21	22 College Closed	23 College Closed	24 College Closed	25 College Closed	26 College Closed	27
28	29 College Closed	30 College Closed	31 College Closed			

January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 College Closed	2 College Closed	3
4	5 Faculty/Staff Return	6 Registration 8:30 am– 7:00 pm	7	8	9	10
11	12 Classes Begin (Full-Term, A-Term)	13	14 Last Day to Add (Full-Term, A-Term)	15	16 -Last Day to apply for 75% refund (A-Term) -Last Day to Drop (A-Term)	17
18	19 Martin Luther King Jr. Day College Closed	20	21 -Last Day to Apply for 75% refund -Last Day to Drop (Full-Term)	22	23	24
25	26 Classes Begin (Online Term)	27	28 Last Day to Add (Online Term)	29	30	31

February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Last Day to Drop for 75% Refund (Online)	4	5	6 Last Day to Withdraw without penalty (A-Term)	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Last Day to Withdraw without penalty (Full-Term)	3	4	5	6 Classes End (A-Term)	7
8	9 -Last Day to withdraw without penalty (Online) -A-Term Grades Due	10 Classes Begin (B-Term)	11	12 -Last Day to Add (B-Term)	13 -Last Day to Apply for 75% Refund (B-Term) -Last Day to Drop (B-Term)	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Good Friday Last Day to Withdraw Without Penalty (B-Term)	4
5	6 Easter Monday (College Closed)	7 Spring Break- Make up day (if needed)	8 Spring Break- Make up day (if needed)	9 Spring Break- Make up day (if needed)	10 Spring Break- Make up day (if needed)	11
12	13 Pre- Registration (Summer/Fall 2026)	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8 Classes End (Full/Online/B-Term)	9
10	11 Grades Due in Self-Service by Noon	12	13	14 Graduation Rehearsal 7pm	15 Graduation Ceremony 6:30pm	16
17	18 Summer Classes Begin	19	20 Last Day to Add	21	22 -Last Day to Apply for 75% refund -Last Day to Drop	23
24	25	26	27	28	29	30
31						

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 Last Day to Withdraw Without Penalty	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Summer Break	2 Summer Break	3 Summer Break	4 Independence Day!
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Summer Classes End	31	

August 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Grades due in Self-Service by noon	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Personnel

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Terry W. “TW” Harris

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Brandon H. Pipkin

Expiration of Term

June 30, 2029

June 30, 2026

June 30, 2028

June 30, 2027

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Robert A. “Bob” Lyon

Sherry G. Meador

Expiration of Term

June 30, 2026

June 30, 2027

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Expiration of Term

June 30, 2027

June 30, 2026

June 30, 2025

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Expiration of Term

June 30, 2028

House

Sarah T. Davis

Expiration of Term

June 30, 2028

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The Foundation, established in 1985, solicits gifts and bequests to support a variety of activities at the College, such as scholarships and emergency grants for students; small grants for faculty projects; and student, personnel, and institutional development.

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Employee Directory

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Faculty

Susan Adams*	Instructor of Human Services Technology A.S., Pamlico Community College
William Adams	Instructor of Human Services Technology B.A., Norfolk State University M.A., Webster University
John Cassillo	Instructor of Adult Basic Education & High School Equivalency J.D., Cuny School of Law B.S., St. Joseph's College

Personnel

Demetris Collins	Instructor of Masonry
Terri Fesmire-Kennedy	Instructor of Business Administration B.S.B.A., East Carolina University M.B.A., Ashford University
Joseph Flynn	Instructor of Welding Technology A.A.S., Pitt Community College
Debra “Debi” Fulcher*	Instructor of Cosmetology A.G.E., Pamlico Community College Certificate, Johnston Community College Certificate, Craven Community College Licensed Cosmetologist Instructor, NC State Board of Cosmetic Art
Meredith Glover	Instructor of Math M.A. Ed., North Carolina State University B.S., North Carolina State University
Derek Godwin	Director of Career & College Promise and the Bayboro Center/ Instructor of Criminal Justice B.A., University of North Carolina at Wilmington M.S., East Carolina University
Gregory Green*	Instructor of Business Administration A.A.S., Pamlico Community College B.S., Mount Olive College M.B.A., Kaplan University
Tina Hardison* **	Medical Assisting Program Director/Instructor of Medical Assisting A.A.S., Pamlico Community College
Kim Hough	Instructor of Developmental Education and Basic Skills B.A., University of North Carolina at Chapel Hill
Saleh Jany	Instructor of Dental Laboratory Technology M.S., Dentistry College University of Baghdad
Ed King	Instructor of Horticulture A.A.S., Lenoir Community College B.S., North Carolina State University
Shanna Lewis*	Instructor of Esthetics A.G.E., Pamlico Community College Diploma, Cosmetology, Pamlico Community College Certificate, Cosmetology Instructor, Carteret Community College Certificate, Medical Esthetics, Grace Medical Equipment, Inc.
Victoria Milbank	Instructor of Human Services Technology M.S.W., Washington University

Personnel

	B.S., East Carolina University
Larry Monk*	Instructor of Electrical Systems Technology A.A.S., Pamlico Community College
Julius "Eddie" Norfleet	Instructor of Plumbing NC Plumbing License, NC Board of Plumbing and Heating Contractors
Carol Phillips	Instructor of Biology M.S., East Carolina University B.S., East Carolina University A.A., Suffolk Community College
Nathan Presswood	Instructor of Truck Driving
George Royal, II	Instructor of Human Services Technology A.A., Craven Community College B.S., East Carolina University M.A., Liberty University
Ronald Scott	Instructor of Human Services Technology A.A., Columbia College B.S., Mount Olive College M.A., Liberty University
Maurice Smith*	Instructor of Electrical Systems Technology A.A.S., Pamlico Community College
Elethia Woodham	Instructor of Beginning Cosmetology A.G.E., Beaufort Community College Diploma, Beaufort Community College
**Program Director as defined by accrediting agency	

Instructional Services Staff

Tanya Banks	Administrative Assistant, Bayboro Center
Lori Giles	Chair of Continuing Education and Technical Programs Graduate Certificate, Appalachian State University Graduate Certificate, University of North Carolina Greensboro M.A., University of North Carolina Greensboro B.A., University of North Carolina Greensboro A.A., Craven Community College Rick Fasciano Cultural Enrichment Specialists/Delamar Assistant A.A., Craven Community College

Personnel

Mary Grammer	Coordinator of Correctional Education B.S., University of Mount Olive
Carmen Kludy	Program Support Coordinator A.A.S., Craven Community College
Brandy Leder	Director of Institutional Effectiveness B.S., North Carolina Wesleyan University M.A., North Carolina Wesleyan University
Starr Murphy	HST Liaison A.A.S., Guilford Technical Institute
Tina Ormond	Coordinator of Health Services B.S.N., East Carolina University
Jennifer Paul	Coordinator of Continuing Education Services
Catherine Shorter	Director of Small Business Center M.A. Ed., Bowie State University M.B.A., East Carolina University B.S., St. Bonaventure University
LaKissha Voliva	Program Support Coordinator

Administrative Services Staff

Brandy Fillingame	Payroll/HR Technician A.A.S., Lenoir Community College B.S., University of Mount Olive M.B.A., University of Mount Olive
Susan McRoy	Controller B.S.B.A., East Carolina University
Kimberly “Kim” Taylor	Director of Purchasing/Equipment Coordinator
Rhonda Tillman*	Accounting Technician Certificate, Pamlico Community College
Laura West	Accounts Receivable Technician/Assistant Delamar Center Coordinator B.A., Saint Thomas Aquinas College B.A., New York Institute of Technology

Personnel

Student Services Staff

LaTanya Bryant*	Registrar A.A.S., Pamlico Community College
Vacant	Library Assistant
Ashley Howell	Director of Financial Aid A.A., Beaufort Community College A.S., Beaufort Community College
Paul Goodson	Director of Library Services B.A., East Carolina University M.L.S., North Carolina Central University
Kathleen "Kathy" Mayo*	Coordinator of Distance Learning/Electronic Media Manager A.A.S., Pamlico Community College
Rushelle "Shellie" Saxby	Admissions and Records Technician B.S., Criminal Justice
Cristy Warner	Counselor/Success Coach/Career Center Director A.A., Pitt Community College B.S., Mount Olive College M.A.Ed., East Carolina University

Maintenance Staff

Lana Green	Custodian
Albert Krelie	Custodian
Chris Lockwood	Custodian
Terry "TJ" Lewis	Maintenance Technician
George Willey	Director of Maintenance and Custodial Services

***Pamlico Community College Graduate**