

# GENERAL CATALOG 2020-2021

## 2020-2021 Catalog Addendum

<b>Number</b>	<b>Date of Correction</b>	<b>Index</b>	<b>Description</b>	<b>Page Location</b>
1	7/2/2020	Faculty and Staff	Updates to employee listings	14-26
2	7/23/2020	Course Descriptions	Add minimum grade requirement to MUS-122	254
3	7/23/2020	Performance Measures	Performance Measures updated to reflect 2020 scores	13
4	8/31/2020	Student Clubs and Organizations	Correct Student Ambassadors point of contact and website address.; Correct SGA website link. Campus Tours – correct website link.	67
5	9/9/2020	Distance Learning	Add Criminal Justice Technology degree; add HST Gerontology: Aging Studies Certificate; correct Office Administration Diploma title	41
6	10/07/2020	Curriculum Programs	ACOTE address change: Occupational Therapy Assistant A45500	167
7	12/01/2020	Curriculum Programs	CAAHEP address change: Cardiovascular Sonography A45160, Emergency Medical Science A45340T Medical Assisting A45400, Medical Sonography A45440, Polysomnography A45670	117, 129, 157, 164, 174
8	12/16/2020	Academic Regulations	Remove policy – Academic Standing – (Non-Financial Aid Students)	45
9	1/6/2021	Academic Regulations	Update policy - COVID-19 Spring 2020 Impact	39

## **IMPORTANT PHONE NUMBERS**

### **Admissions**

Arts and Sciences Division: (252) 493-7383

Business Division: (252) 493-7307

Construction and Industrial Technology Division: (252) 493-7428

Health Sciences Division: (252) 493-7309

Public Services and Fine Arts Division: (252) 493-7304

### **Continuing Education**

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

Small Business Center: (252) 493-7541

### **Transitional Studies**

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

Transitional Studies: (252) 493-7396

### **General Information**

College Outreach: (252) 341-5696

Evening & Weekend College: (252) 493-7830

Farmville Center: (252) 753-0010

General Information: (252) 493-7200

Library: (252) 493-7350

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

Pitt Community College Foundation: (252) 493-7210

Student Store: (252) 493-7252

### **Student Services**

Cashier's Office: (252) 493-7234

Financial Aid: (252) 493-7339

Registrar: (252) 493-7232

Student Government Association: (252) 493-7440

Transcripts: (252) 493-7232

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

# **PITT COMMUNITY COLLEGE**

**Winterville, North Carolina**

Pitt Community College is accredited  
by the Southern Association of Colleges and Schools  
Commission on Colleges to award Associate Degrees.  
Contact the Southern Association of Colleges and Schools  
Commission on Colleges at  
1866 Southern Lane, Decatur, Georgia 30033-4097  
or call 404-679-4500 for questions about the  
accreditation of Pitt Community College.

## **COURSE CATALOG DAY AND EVENING PROGRAMS**

**Volume XXXIX  
2020 – 2021**

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Students having questions not answered in this publication may secure additional information from the Office of the Vice President of Curriculum and Instruction/Student Development Services, Pitt Community College, P.O. Drawer 7007, Greenville, North Carolina, 27835-7007; telephone (252) 493-7211, Vernon White Building, Room 116.

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

## TABLE OF CONTENTS

<b>ACADEMIC CALENDAR .....</b>	<b>8</b>	Office of the Vice President,	
<b>SPECIAL EVENTS.....</b>	<b>9</b>	Finance/Chief Financial Officer .....	25
<b>PRESIDENT'S MESSAGE.....</b>	<b>10</b>	Office of the Vice President,	
<b>ORGANIZATION.....</b>	<b>11</b>	Institutional Advancement .....	26
Board of Trustees .....	11	<b>ADMISSIONS.....</b>	<b>27</b>
Pitt County Board of Commissioners .....	11	General Admissions .....	27
Pitt Community College Foundation .....	11	Admission of Home-Schooled Students .....	27
General Information .....	12	Refusal of Admission Policy .....	27
History of the College.....	12	New Student Orientation.....	27
Locations.....	12	Placement Testing.....	28
Mission Statement .....	12	Foreign Language Placement Testing .....	28
Student Success Vision.....	13	College Level Exam Program (CLEP Testing) .....	28
Institutional Values.....	13	Acceptance of Certification.....	28
Institutional Priorities .....	13	Health Sciences Admissions.....	29
Diversity Leadership Statement .....	13	Transfer Admissions .....	29
<b>SUMMARY REPORT ON PERFORMANCE</b>		Readmission of Curricular Students .....	29
<b>MEASURES .....</b>	<b>13</b>	Special Credit Students .....	30
<b>FACULTY AND STAFF .....</b>	<b>14</b>	Non-Degree Curriculum Credit .....	30
Office of the President .....	14	Provisional Admissions.....	30
Human Resources.....	14	High School Admissions	
Office of the Vice President, Academic Affairs		(Career and College Promise) .....	30
And Student Development Services .....	14	International Student Admissions .....	30
Athletics.....	14	Policy Statement of International Students in	
BioNetwork.....	14	Distance Education .....	31
Career Services and Workforce Development .....	14	Admission of Undocumented Immigrants .....	31
College Outreach.....	14	<b>TUITION, FEES AND OTHER EXPENSES .....</b>	<b>31</b>
Curriculum Instruction.....	15	Tuition.....	31
Developmental Education and		Full-Time Tuition .....	31
Academic Support .....	15	Part-Time Tuition .....	31
Distance Education and Teaching and		Audit Students .....	31
Learning Development .....	15	Internet Students.....	31
High School Programs.....	15	Out-of-State Students.....	31
Library .....	15	New Centralized Residency Process .....	31
Off-Campus, Evening and Weekend Programs ....	16	Fees and Other Expenses.....	32
Student Advocacy.....	16	Student Activity Fee .....	32
Student Support.....	16	Technology Fee .....	32
Title III Grants.....	16	Accident Insurance .....	32
Transitional Studies .....	16	Professional Liability Insurance.....	32
TRiO.....	16	Transcript Fee.....	32
Arts and Sciences Division .....	17	Textbooks and Supplies .....	32
Business Division.....	18	Inclusive Access Fee.....	32
Construction and Industrial Technology Division.	19	Lab Fees .....	32
Health Sciences Division .....	20	Returned Check Fees .....	32
Public Services and Fine Arts Division .....	22	Tuition and Fees Chart.....	33
Student Development Service/		Refund Policy .....	34
Enrollment Services.....	22	Policy for Military Members Called to	
Financial Aid.....	22	Active Duty Status While Enrolled .....	34
First-Year Experience/Admissions and Advising .	23	<b>ACADEMIC REGULATIONS .....</b>	<b>35</b>
Recruitment.....	23	Class Schedule.....	35
Registration .....	23	Evening and Weekend College.....	35
Office of the Vice President,		Off-Campus Programs .....	35
Administrative Services.....	24	Registration .....	35
Campus Police.....	24	Prior to Class Registration .....	35
Facilities Services.....	24	How to Register.....	35
Information Technology and Services .....	24	Web Registration .....	35
Inventory Control/Courier Services.....	25	Walk-In Registration .....	35 3

When to Register.....	36	Forgiveness Policy.....	45
Waitlist Courses .....	36	Privacy of Educational Records (FERPA) .....	45
Schedule Purges .....	36	Transcripts.....	46
Auditing Courses.....	36	Verification of Enrollment .....	46
Special Provision for Senior Citizens		Transfer to Other Institutions .....	46
Auditing Courses.....	36	Changes in Regulations.....	47
Registration for English and Math		Changes in Major Course of Study.....	47
Transition Courses.....	36	General Education Requirements .....	47
English and Math Transitions Course		Student Classifications.....	47
Procedure.....	36	Graduation Requirements.....	47
College Student Success Course Requirement		Summer Graduates Participating in	
(ACA 111 or ACA 122) .....	37	Spring Ceremonies.....	47
Schedule Change (Drop/Add Period).....	37	Attendance after Graduation .....	48
Course Load.....	37	Catalog of Record.....	48
Course Substitution .....	37	Repetition of Course Work .....	48
Late Entry .....	37	<b>FINANCIAL AID.....</b>	<b>49</b>
Attendance .....	37	<b>ADVISOR SYSTEM.....</b>	<b>48</b>
Religious Observances Policy for Students .....	38	Coordination of Institution-Wide Financial Aid	
Withdrawal from Classes.....	38	Awards Policy .....	49
Withdrawal Deadline.....	38	Financial Aid Fraud and Forgery.....	49
Exceptions for Withdrawal .....	38	Disbursement of Excess Financial Aid .....	49
Appeals for Official Withdrawals .....	38	Academic Requirements for Satisfactory	
Criteria for Appeals .....	38	Progress to Maintain Financial Assistance.....	49
Limit of Number of Withdrawals.....	38	Financial Aid Warning.....	50
Exceeding Official Withdrawals Limits and		Unsatisfactory Academic Progress .....	50
Effects on Academic Standing .....	38	Satisfactory Academic Progress .....	50
Eligible for Official Withdrawal .....	39	Good Academic Standing .....	50
Veterans Note.....	39	Measurable Satisfactory Academic Progress .....	50
Alternative Credit.....	39	Financial Aid Warning –	
Credit by Examination.....	39	Unsatisfactory Academic Progress .....	50
Transfer Credit .....	39	Appeal Process .....	50
COVID-19 Spring 2020 Impact.....	39	Procedures for Reinstatement.....	51
Student Appeals Process for		Non-Credit Courses .....	51
Coursework Done at Unaccredited Institutions .	40	Changes to Financial Aid Awards .....	51
Credit for Non-Traditional Learning .....	40	Maximum Number of Academic	
Advanced Placement Examinations/CLEP.....	40	Years to Receive Degree.....	51
Educational Experiences in the Armed Services	40	Estimated Cost of Attendance .....	51
Experiential Learning .....	40	Student Budget for Campus Based Programs Chart ..	51
Articulated Credit for High School Students .....	40	Financial Aid Bookstore/Supply Purchase Policy .....	52
Work-Based Learning/Internship .....	40	Grants.....	52
Eligibility .....	40	Loans.....	52
Enrollment Procedures .....	40	Applying for a Direct Student Loan .....	53
Academic Credit .....	40	Federal Direct Loans Plus .....	53
Distance Learning.....	41	Federal Work-Study.....	54
State Authorization of Distance Learning.....	42	Alternative Loans.....	54
Grading Information .....	43	Refund/Student Repayment Policies for	
Grade Point Average .....	43	Title IV Programs .....	54
Dean's List and Honor Roll .....	43	Scholarships .....	54
Grading System.....	43	International Education Travel Scholarship (IETS)....	55
Access to Final Grades .....	43	Other Sources of Assistance.....	56
Incomplete .....	43	Vocational Rehabilitation .....	56
Spring Semester 2020 Grading Procedures .....	44	NC National Guard Tuition Assistance Program....	56
Academic Progress .....	44	Local Sources of Financial Aid .....	56
Standards of Academic Progress Scale.....	44	Veterans' Benefits .....	56
		Internet Course Policy for Veterans.....	56
		Dependents of Veterans .....	56

<b>DEPARTMENT OF STUDENT SUPPORT.....</b>	<b>57</b>		
Counseling Services .....	57		
Women's Resource Center.....	57		
Men's Resource Center.....	57		
Minority Male Success Initiative (MMSI)			
NEXT LEVEL .....	58		
Career Services.....	58		
TRiO: Student Support Services .....	58		
TRiO: Educational Opportunity Center .....	58		
Tutorial and Academic Success Center (TASC) ...	58		
Accessibility Services.....	59		
Recreational Sports Program.....	59		
Recreational Sports .....	59		
Open-Gym Free Play Recreation .....	59		
Intercollegiate Athletics Program.....	60		
Lost and Found.....	60		
Health Services.....	60		
Student Assistance Program.....	61		
Food Service .....	61		
Housing.....	61		
Identification Cards .....	61		
PCC Academic Excellence Awards Program .....	61		
Student Clubs and Organizations .....	61		
Policies for Clubs and Organizations .....	61		
Chartering Guidelines for Clubs and			
Organization.....	61		
Guidelines for Clubs and Organizations			
Bank Accounts .....	62		
Procedures for Approval of Clubs and			
Organizations Fundraising and/or			
Solicitation of Funds .....	62		
Clubs and Organizations			
American Association of Medical Assistants			
(AAMA) .....	62		
Answering the Call.....	62		
Association of Advertising and			
Graphic Design .....	62		
Automotive Club.....	62		
Bruiser's Crew Peer Mentoring .....	62		
Bulldogs for Christ.....	63		
Chess Club.....	63		
Chinese Culture Student Club.....	63		
Circle of Sisters.....	63		
Collegiate DECA .....	63		
Collegiate Recovery Association at PCC .....	63		
CovenantPCC.....	63		
Cycling Club .....	63		
Drama Club.....	63		
Early Childhood Student Organization.....	63		
Elements of Praise Gospel Choir .....	63		
Engineering & Physical Science Club.....	64		
Environmental Science Club.....	64		
FUSE College Ministry .....	64		
Gamma Beta Phi .....	64		
Global Student Club .....	64		
Health Information Technology			
Student Association (HITSA) .....	64		
Healthy Eating Active Living (HEAL) .....	64		
		Latter Day Saints Student Association .....	64
		Mixed Martial Arts (MMA).....	64
		National Society of Leadership and Success	
		Sigma Alpha Pi.....	64
		NEXT LEVEL: Minority Male	
		Success Initiative (MMSI) .....	64
		PCC Amateur radio Club .....	65
		PCC Association of Human Services Technology	
		(PCCAHST).....	65
		PCC Association of Nursing Students	
		(PCCANS) .....	65
		PCC Association of Radiography Students.....	65
		PCC Association of	
		Respiratory Therapy Students (PARTS).....	65
		PCC Criminal Justice Association.....	65
		PCC Diagnostic Medical Sonography Club.....	65
		PCC Gender-Sexuality Alliance.....	65
		PCC History Association .....	65
		PCC Math Club .....	66
		PCC Music Club.....	66
		PCC Paralegal Association (PCCPA).....	66
		PCC Sociology and Psychology Association	
		(PCC-S.P.A.).....	66
		PCC Student Veterans Association .....	66
		Phi Theta Kappa .....	66
		Pitt Dance Team .....	66
		Pitt Game Development Association.....	66
		Pitt Paranormal Research Association .....	66
		Psi Beta National Honor	
		Society for Psychology .....	66
		Rotaract.....	66
		SkillsUSA .....	67
		Scholars of Global Distinction Program (SGDP)....	67
		Spirit Club.....	67
		Student Ambassadors.....	67
		Student Government Association (SGA) .....	67
		Student Leaders Embracing Education in	
		Polysomnography (SLEEP) .....	67
		Student Occupational Therapy Association (SOTA)67	
		Students of Fine Arts (SOFA) .....	67
		Publication.....	67
		Campus Tours.....	67
		Class Rings.....	67
		Public Safety Information .....	68
		Crime Awareness and Campus Security Act Report68	
		Campus Watch Program .....	68
		Traffic Regulations .....	68
		Drone/Unmanned Aircraft Use on Campus Policy.....	68
		PCC Alerts and Messaging .....	68
		School Closure.....	68
		Student Rights and Responsibilities.....	69
		Unauthorized Persons in	
		Classes/Labs/Clinical Settings.....	69
		Children on Campus Policy.....	69
		Student Involvement in College Decision Making.....	69
		Student Financial Aid Concerns .....	70
		Student Code of Conduct Policy.....	70
		Statement of Expectations.....	70

Student Rights and Responsibilities .....	70	<b>COLLEGE OUTREACH .....</b>	<b>83</b>
Faculty and Staff Authority and Responsibility .....	70	<b>PCC GLOBAL .....</b>	<b>84</b>
Prohibited Student Conduct .....	70	<b>CONTINUING EDUCATION AND</b>	
Student Conduct in Online Courses		<b>WORKFORCE DEVELOPMENT .....</b>	<b>84</b>
Discussions, and Chat Rooms .....	71	Philosophy .....	84
Conduct Sanctions .....	71	Mission .....	84
Due Process .....	71	Schedule of Courses .....	84
Grade Appeals .....	72	Course Credit .....	84
Conduct Appeals .....	72	Registration and Attendance .....	84
Judicial Review Board and Hearing Process .....	72	Fees .....	84
Judicial Review Board Hearing Script .....	72	Refund Policy .....	85
Petition to Re-Enroll .....	72	Course Descriptions .....	85
Written Student Complaints Policy .....	73	Books and Supplies .....	85
Student Complaint Purpose and Procedure .....	73	Occupational Training .....	85
Purpose .....	73	Public Safety Instruction .....	85
Procedure (Student-Faculty/Staff) .....	73	Law Enforcement, Detention and	
Procedure (Student-Student) .....	73	Security Officer Training .....	85
<b>TITLE IX: SEXUAL DISCRIMINATION AND</b>		Emergency Medical Services Training .....	85
<b>SEXUAL MISCONDUCT POLICY .....</b>	<b>73</b>	Emergency Management Training .....	86
Legal Requirements .....	73	Fire/Rescue Training .....	86
Definitions .....	74	General Occupational Extension .....	86
College Commitment .....	74	Licensure/Certification .....	86
Whom to Contact .....	75	Safety Training (OSHA) .....	86
Student Point of Contact .....	75	Healthcare Programs .....	86
Employee Point of Contact .....	75	Nursing Aide Programs .....	86
Confidentiality .....	75	Medication Aide .....	86
Bystander "Duty to Report" .....	75	Nurse Aid II Competency Testing .....	87
Reporting Process .....	75	12 Lead EKG Monitor Technician .....	87
Roles and Responsibilities .....	76	CPR Instructor Course .....	87
Complainant Rights .....	76	CPR .....	87
Respondent Rights .....	77	Pharmacy Technician Training .....	87
Appeal Process .....	77	Phlebotomy Technician	
Judicial Review Board and Hearing Process .....	77	(National Certification) .....	87
Judicial Review Board Hearing Script .....	78	Business and Industry Services .....	87
Preventing Sexual Harassment .....	78	Customized Training Program (CTP) .....	87
Prevention and Training Programs .....	78	Small Business Center .....	88
Frequently asked Questions .....	78	Community Services .....	88
Student Code of Conduct and		Human Resources Development .....	88
Employee Handbook .....	79	National Career Readiness Certificate .....	88
<b>TITLE IX POLICY ON PREGNANCY .....</b>	<b>79</b>	Workshops, Seminars, and Conferences .....	88
<b>COLLEGE/WORKPLACE ANTI-VIOLENCE</b>		Self-Supporting Courses .....	88
<b>POLICY .....</b>	<b>79</b>	<b>BIONETWORK .....</b>	<b>89</b>
<b>BEHAVIORAL INTERVENTION TEAM (BIT) .</b>	<b>79</b>	<b>TRANSITIONAL STUDIES .....</b>	<b>89</b>
<b>FIREARMS POLICY .....</b>	<b>79</b>	Ability to Benefit Policy .....	89
<b>SUBSTANCE ABUSE AND</b>		Career and College Connections	
<b>COMMUNICABLE DISEASE POLICY .....</b>	<b>80</b>	(Basic Skills Plus) .....	89
<b>TOBACCO USE POLICY .....</b>	<b>80</b>	Adult Basic Education (ABE) .....	89
<b>CANVASSING, PEDDLING AND</b>		Adult Secondary Education (ASE) .....	89
<b>SOLICITATION POLICY .....</b>	<b>81</b>	Adult High School Diploma (AHS) .....	89
<b>INSTITUTIONAL REVIEW</b>		High School Equivalency (HSE)	
<b>BOARD POLICY STATEMENT (IRB) .....</b>	<b>81</b>	GED®, HiSET, and TASC .....	90
<b>FISCAL CONTROL OF</b>		Distance Education .....	90
<b>EXTERNALLY FUNDED PROGRAMS POLICY</b>	<b>81</b>	Workplace Literacy .....	90
<b>COMPUTER NETWORK</b>		English Language Acquisition (ELA) .....	90
<b>ACCEPTABLE USE POLICY .....</b>	<b>81</b>	Transition Learning Center (TLC) .....	90
<b>ELECTRONIC SIGNATURE POLICY .....</b>	<b>82</b>	Career Academy .....	90
<b>INTELLECTUAL PROPERTY POLICY .....</b>	<b>82</b>	Achieving College Entry (ACE) .....	90
<b>LIBRARY .....</b>	<b>83</b>	<b>INSTITUTIONAL ADVANCEMENT .....</b>	<b>91</b>



Alumni Relations/Association .....	91	Information Technology:	
Media Relations .....	91	Computer Programming and Development .....	146
Marketing.....	91	Cyber Security.....	148
PCC Foundation .....	91	Network Management .....	149
VISIONS, Career Development, and		Technical Support.....	151
Scholarship Program .....	91	Web Administration and Design .....	153
Fundraising Policy .....	91	Mammography .....	154
<b>CURRICULUM PROGRAMS .....</b>	<b>92</b>	Mechanical Engineering Technology .....	155
Associate in Applied Sciences		Medical Assisting .....	157
Degrees/Diplomas/Certificates/CTE Pathways.....	93	Medical Dosimetry .....	158
Accounting and Finance:		Medical Office Administration:	
Accounting.....	97	General Medical Office Administration .....	159
Financial Services .....	98	Medical Auditor .....	160
Advanced Medical Coding .....	99	Medical Billing and Coding .....	161
Advertising and Graphic Design .....	100	Patient Services Representative.....	162
Air Conditioning, Heating &		Medical Sonography .....	164
Refrigeration Technology .....	102	Nuclear Medicine Technology .....	165
Architectural Technology .....	104	Nurse Aide .....	166
Associate Degree Nursing .....	105	Occupational Therapy Assistant.....	167
Automotive Light-Duty Diesel		Office Administration:	
Technology .....	106	General Office Administration .....	168
Automotive Systems Technology .....	107	Office Finance.....	170
Basic Law Enforcement Training (BLET) .....	109	Legal Office .....	171
Biotechnology .....	110	Paralegal Technology .....	172
Breast Sonography .....	111	Phlebotomy .....	173
Building Construction Technology .....	112	Polysomnography .....	174
Business Administration:		Polysomnography Bridge.....	175
General Business Administration.....	114	Polysomnography Certificate.....	176
Human Resources Management.....	115	Positron Emissions Tomography.....	177
Marketing .....	116	Radiation Therapy Technology .....	178
Cardiovascular Sonography .....	117	Radiography .....	179
Computed Tomography and Magnetic		Respiratory Therapy .....	180
Resonance Imaging Technology .....	118	Simulation and Game Development.....	181
Computer-Integrated Machining.....	119	Welding Technology .....	182
Criminal Justice Technology .....	121	University Transfer	
Early Childhood Education:		Academic Advising .....	184
Career Track .....	122	UNC Schools.....	184
Birth through Kindergarten.....	124	Associate Degree Programs:	
Early Education Non-Teaching.....	124	Associate in Arts .....	185
Electrical Systems Technology .....	125	Associate in Engineering .....	186
Electronics Engineering Technology .....	127	Associate in Science .....	187
Emergency Medical Science.....	129	College Transfer for Associate in Fine Arts:	
Emergency Medical Science Bridge .....	130	Associate in Fine Arts in Music .....	188
Entrepreneurship .....	131	Associate in Fine Arts in Visual Arts .....	189
Health Information Technology .....	132	Associate in General Education.....	190
Healthcare Management Technology:		Reinforced Instruction for	
General Healthcare Management		Student Excellence (RISE).....	191
Technology .....	133	<b>COURSE PREFIX IDENTIFICATION .....</b>	<b>192</b>
Accounting Concentration.....	134	<b>COURSE DESCRIPTIONS .....</b>	<b>193</b>
Healthcare Entrepreneurship.....	135	<b>INDEX .....</b>	<b>287</b>
Long-Term Care.....	136	<b>CAMPUS MAPS.....</b>	<b>291</b>
Horticulture.....	137		
Human Services Technology .....	138		
Human Services Technology Gerontology .....	140		
Human Services Technology			
Substance Abuse .....	141		
Industrial Management Technology.....	142		
Industrial Systems Technology .....	144		

## 2020 – 2021 ACADEMIC CALENDAR

### Fall Semester 2020

#### August

- 12 Convocation (Cancelled)
- 13 Walk-In Registration Begins
- 17 Classes Begin**
- 21 Weekend College 1<sup>st</sup> 8-Week Session Begins
- 17-18 Drop/Add Period
- 31 14-Week Session Begins

#### September

- 4-7 No Evening and Weekend Curriculum Classes (Until September 7th)
- 5-7 Labor Day Holiday (Campus Closed)
- 15 12-Week Sessions Begins

#### October

- 5 Priority Registration begins for Spring 2021
- 10 Weekend College - 1<sup>st</sup> 8-Week Session Ends
- 12 1<sup>st</sup> 8-Week Session Ends
- 13 2<sup>nd</sup> 8-Week Session Begins
- 16-18 No Evening or Weekend Curriculum Classes
- 17-20 Faculty/Student Break; Optional Storm Make-up
- 23 Weekend College – 2<sup>nd</sup> 8-Week Session Begins

#### November

- 25 Faculty/Student Break; Optional Storm Make-up; Campus closes at 5 pm
- 26-29 Thanksgiving Holiday (Campus Closed)

#### December

- 12 Weekend College - 2<sup>nd</sup> 8-Week Session Ends
- 14 Classes End**
- 15 Grades Due by 5 p.m.
- 15 Student Break (Until January 6<sup>th</sup>)
- 16 Faculty Break (Until January 4<sup>th</sup>)
- 23 Campus Closed (Until January 3<sup>rd</sup>)

### Spring Semester 2021

#### January

- 5-6 Walk-In Registration
- 7 Classes Begin**
- 7-8 Drop/Add Period
- 8 Weekend College - 1<sup>st</sup> 8-Week Session Begins
- 18 Dr. Martin Luther King, Jr. Holiday (Campus Closed)

22

14-Week Session Begins

#### February

- 5 12-Week Session Begins
- 27 Weekend College - 1<sup>st</sup> 8-Week Session Ends

#### March

- 4 1<sup>st</sup> 8-Week Session Ends
- 5 2<sup>nd</sup> 8-Week Session Begins
- 5 Weekend College 2<sup>nd</sup> 8-Week Session Begins
- 14-21 Faculty/Student Spring Break
- 19-21 No Evening and Weekend Curriculum Classes

#### April

- 1 Faculty/Student Break; Optional Storm Makeup
- 2-4 Good Friday Holiday (Campus Closed)
- 5 Priority Registration Begins for Summer and Fall

#### May

- 8 Weekend College 2<sup>nd</sup> 8-Week Session Ends
- 10 Classes End**
- 11 Grades Due by 4 p.m.
- 11 CU Commencement (Campus closes at 4pm)
- 12 HSE/AHS Commencement
- 11-24 Student Break
- 12-23 Faculty Break

### Summer Term 2021

#### May

- 24 Walk-In Registration Begins
- 25 Classes Begin**
- 25 10-Week and Mini Session A Begins
- 25 Drop/Add Period
- 29-31 Memorial Day Holiday (Campus Closed)

#### June

- 9 8-Week Session Begins
- 29 Mini Session A Ends
- 30 Mini Session B Begins

#### July

- 3-5 Independence Day Holiday (Campus Closed)

#### August

- 4 Mini Session B Ends
- 4 Classes End**
- 5 Grades Due by 5 p.m.
- 5 Student Break Begins
- 6 Faculty Break Begins

## **SPECIAL EVENTS**

- ◆ Employee Annual Fund Campaign
- ◆ Welcome Back Week
- ◆ Constitution Day
- ◆ Fall Fest
- ◆ Down East Holiday Show
- ◆ Veterans' Day Salute
- ◆ Scholarship Reception
- ◆ MLK Celebration & Kick Off for  
Black History Month 01/14/2021
- ◆ Women's History Month (Forum)
- ◆ Academic Excellence Reception
- ◆ National Signing Day
- ◆ Spring Scholarship Fundraising Event
- ◆ Spring Fling
- ◆ Graduation Breakfast
- ◆ Graduation
- ◆ Summer Splash
- ◆ FAFSA Day

## PRESIDENT'S MESSAGE



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

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

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

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

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

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

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

Dr. Lawrence L. Rouse  
President

## ORGANIZATION

### BOARD OF TRUSTEES

<i>Gloristine Brown, Secretary</i>	Bethel, NC
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### PITT COMMUNITY COLLEGE FOUNDATION

The Pitt Community College Foundation, Inc. receives gifts and secure external resources for the college. Individuals wishing to contribute to the Foundation may contact Georgia (Beth) Sigmon, Executive Director, at (252) 493-7834 or e-mail at [gsigmon@email.pittcc.edu](mailto:gsigmon@email.pittcc.edu). Gifts/donations may be mailed to PCC Foundation, P. O. Drawer 7007, Greenville, NC 27835-7007 or on-line at [www.pittccfoundation.com](http://www.pittccfoundation.com). Members of the Foundation Board are:

<i>Edna Barber</i>	Winterville, NC
<i>Vera Braswell</i>	Greenville, NC
<i>Bill Brown</i>	Greenville, NC
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<i>Dr. Peter Kragel</i>	Greenville, NC
<i>Betty Langson</i>	Winterville, NC
<i>Melvin McLawhorn</i>	Greenville, NC
<i>Don Mills</i>	Greenville, NC
<i>Miles Minges, Immediate Past</i>	Greenville, NC
<i>Simone Pate, Secretary</i>	Greenville, NC
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<i>Jonathan Taft</i>	Greenville, NC
<i>Dan Taylor</i>	Greenville, NC
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<i>Randy Walters</i>	Farmville, NC
<i>Diane Walters</i>	Winterville, NC
<i>Rachel Whitten</i>	Greenville, NC
<i>Brian Wing</i>	Greenville, NC
<i>Brooke Worthington</i>	Greenville, NC



## GENERAL INFORMATION

### History of the College

Pitt Community College was chartered in March 1961 and designated by the North Carolina State Board of Education as an industrial education center. The college began operating as Pitt Industrial Education Center the same year with Dr. Lloyd Spaulding serving as president.

Programming and services expanded from there, and in July 1964, the center became Pitt Technical Institute. The Vernon E. White Building, the first facility on PTI's main campus in Winterville, opened two months later, with the school serving 96 students in nine curricula.

Dr. William E. Fulford served as the institution's president from 1964 to 1984. In that time, enrollment grew steadily, a pair of technical classroom buildings were constructed, and what is now known as the Pitt Community College Foundation was established in 1973 to develop partnerships and secure resources to support student success. The college also expanded its instructional focus to include college transfer programs and became known as Pitt Community College in 1979 with Pitt County as its designated service area.

Dr. Charles E. Russell was named PCC president in 1984 and served in that capacity until August 2003. Under his leadership, PCC's enrollment grew to 7,822 curriculum and 11,045 non-curriculum students. The considerable enrollment growth led to construction of seven new classroom facilities on campus and prompted college administrators to approve purchase of 103 acres of land for campus expansion.

PCC's growth also brought increased demand for student services. The college developed 21 student clubs and organizations, and in 1996, began participating in intercollegiate baseball. Over the next 12 years, PCC's athletic programming expanded to include intramural sports and additional intercollegiate teams, including basketball, softball, and volleyball.

In the fall of 1997, the entire N.C. Community College System, including Pitt, converted from the quarter system to semesters. This significant change, combined with development of internet-based instruction and implementation of a new system-wide computer information system, enhanced educational opportunities for students.

In 2003, Dr. G. Dennis Massey was selected to serve as the college's fourth-ever president. With Massey leading the way, the college added curriculum and non-curriculum programs, increased enrollment, hired additional faculty and staff, extended learning into the community by offering instruction in centers throughout Pitt County, and implemented professional development planning and opportunities for employees.

A unique partnership in 2004 between the college, PCC Foundation and Eddie & Jo Allison Smith Family Foundation resulted in the VISIONS Career Development and Scholarship Program. More than 15 years later, the program continues to assist economically- and academically- disadvantaged high school students while helping reduce Pitt County's high school dropout rate. Since its inception, VISIONS has assisted more than 1,000 Pitt County high school seniors with completing diploma requirements and moving into PCC programs or the workforce.

During Massey's presidency, PCC grew to be the sixth-largest community college in North Carolina in terms of enrollment. Trustees approved the purchase of 130 acres of land for future campus expansion and implemented a facility master plan that called for state, local and private funding to support the addition of community-based education centers and construction of seven new instructional facilities on the Winterville campus.

In 2018, PCC hired Dr. Lawrence L. Rouse as the fifth president in college history. Not long after, PCC joined the prestigious Achieving the Dream National Network in January 2019 for a three-year, capacity-building experience focused on bold, holistic, and sustainable institutional changes. ATD membership, according to Rouse, represents a "paradigm shift" for Pitt in its effort to increase educational equity and ensure students – particularly low-income students and students of color – achieve their goals for academic success, personal growth, and economic opportunity.

"PCC is a champion for educational equity because we believe that all citizens should have the opportunity to learn in a supportive environment, no matter their previous educational background," Rouse says. "In today's world, we must prepare our students for the challenges of working and learning in a global society with the prerequisite skills for career and life. Achieving the Dream will help Pitt Community College meet that challenge."

In 2019, PCC served more than 21,000 curriculum and continuing education students. The college now offers 81 curriculum programs and awards associate degrees, diplomas and certificates focused on assisting students with life skills and career opportunities and assisting the community with workforce and economic development.

### Locations

PCC's main campus is located on Highway 11 South, between Greenville and Winterville. Its physical address is 1986 Pitt Tech Road, Winterville, NC 28590. The mailing address is P. O. Drawer 7007, Greenville, NC 27835-7007. The shipping address is 2064 Warren Drive, Winterville, NC 28590. The web address is [www.pittcc.edu](http://www.pittcc.edu).

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

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

### Pitt Community College Mission Statement

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

### Student Success Vision

Pitt Community College will foster student success through engaging, inclusive and quality instruction and by providing equitable support services that enable students to realize their academic and career goals.

### Pitt Community College Institutional Values

Our student success vision is grounded in our mission and guided by these core values:

**Community:** We play a vital role in the development of our community by offering educational opportunities to citizens of Pitt County and the surrounding region.

**Success:** We believe success is all encompassing. We aim to prepare students for personal and professional success in all we do.

**Equity:** We acknowledge the barriers students face and are committed to dismantling those barriers by creating equity-minded policies and practices, leading to success for all students.

**Integrity:** We operate with integrity in all matters and understand it is the platform for accountability and transparency.

### Pitt Community College Institutional Priorities

1. Student Success
2. Workforce Development
3. Equity
4. Organizational Development and Accountability

### Diversity Leadership Statement

Pitt Community College is committed to creating and fostering an environment that is conducive to the inclusion of our campus community, including students, faculty, and staff.

The PCC campus community believes that the basis of diversity, equity and inclusion is to create a climate in which the needs, values, and talents of individuals of all cultures and backgrounds are recognized, understood, and embraced through the means of education, awareness and meaningful action.

## SUMMARY REPORT ON PERFORMANCE MEASURES

### 2020 Performance Measures Report

	<i>System Goal</i>	<i>System Baseline</i>	<i>College Averages</i>	<i>Pitt CC Score</i>
<i>A. Basic Skills Student Progress</i>	50.6%	24.2%	45.1%	<b>47.4%</b>
<i>B. Student Success Rate in College Level English Courses</i>	66.6%	40.1%	60.6%	<b>55.7%</b>
<i>C. Student Success Rate in College Level Math Courses</i>	46.2%	19.5%	42.7%	<b>31.8%</b>
<i>D. Year One Progress</i>	71.9%	56.6%	70.3%	<b>70.7%</b>
<i>E. Curriculum Completion</i>	52.7%	34.1%	53.4%	<b>50.9%</b>
<i>F. Licensure &amp; Pass Rate Index</i>	1.07%	0.79%	0.98%	<b>1.00%</b>
<i>G. Transfer Performance</i>	89.4%	74.4%	85.4%	<b>86.7%</b>

*Based on NCCCS Data Office of Research and Performance Management  
Pitt Community College 2020 Performance Measures Scores (most recent available)*

## FACULTY AND STAFF

### OFFICE OF THE PRESIDENT

**Lawrence L. Rouse, EdD**  
President

**Kathryn M. Carnes, AAS**  
Executive Assistant to the President

**Anna E. Jones, MA**  
Director, Institutional Research

**Jennifer G. Joyner, AAS**  
Coordinator, Institutional Survey Research

**Brian P. Miller, EdD**  
Executive Director of Planning and Research

**Johnny M. Smith, EdD**  
Vice President, Strategic Initiatives

### Human Resources

**Ina R. Rawlinson, DBA**  
Vice President, Human Resources

**Chreatha Alston, MPA, CPM**  
Director, Human Resources

**Kay Lee, AAS**  
Human Resources Coordinator/ FT Payroll and Benefits

**Cynthia Little, AAS**  
Human Resources Records Specialist

**Stephanie Robertson, BA**  
Human Resources Specialist

**Linda King, BA**  
Administrative Assistant III, Human Resources

### OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS AND STUDENT DEVELOPMENT SERVICES

**Thomas Gould, PhD**  
Vice President, Academic Affair/Student Development Services

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Administrative Assistant III, Vice President Academic Affairs

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**Dawn Manning, BS**  
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**Cassie Harrell**  
Student Engagement Specialist/Women's Softball Coach

### BioNetwork

**Tanya McGhee, MS**  
Senior Director of Engagement, BioNetwork

**Erin Bingham, BS**  
Director of Programming, BioNetwork

**Courtney Behrle, MA**  
Engagement Coordinator, BioNetwork (Central Region)

**Bethany Kenyon, MAEd**  
Engagement Coordinator, BioNetwork (Eastern Region)

**Will Prettyman, MAT**  
Engagement Technician, BioNetwork

**Greg Smith, BA**  
Industry Trainer, BioNetwork

### Career Services and Workforce Development

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Director, Career Services and Workforce Development

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Administrative Assistant I, Business and Industry Services

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Coordinator, Career Services

**Latrice Perry**  
Regional Apprenticeship Coordinator

**Kurt Simmons, MPA, BA**  
Career Outreach Specialist

**Ashleigh Yearde**  
Education Navigator, SNAP2SKILLS Grant

### College Outreach

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Director, College Outreach

**Mary Higgs**  
Administrative Assistant I, Occupational Extension and  
Community Service

## Curriculum and Instruction

### **Lori Preast, MA**

Assistant Vice President, Curriculum and Instruction

### **Pamela T. Baldwin, MBA**

Director of Curriculum Programs and Scheduling

### **Julia Crippen, MAEd**

Director, Grants Management

### **Nicole Phelps**

Lead Curriculum/Facilities Scheduler

### **Susan Howard Whitehurst, MAEd**

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### **Regina Garcia, MAEd**

Instructor, Developmental English

### **Rebecca Knapp, BS**

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### **Jennifer Leigh, BA**

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### **Dustin Sharp, MAEd**

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### **Sallie Stone, MAEd**

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Academic Skills Lab Specialist

### **Cheri White, MAEd**

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## Distance Education and Teaching and Learning Development

### **Happy Gingras, MAEd**

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### **Mike Clendenen, AAS**

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### **Tina L. Farmer, AAS**

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### **Laurel Little, AAS**

Soft Skills Coach

### **Ken Peel**

Content Creation Specialist, Distance Learning

## High School Programs

### **Alton C. Wadford, BS**

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### **Andrea Harper**

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### **Erin Harvey, MSA**

Pitt County Schools Early College High School Liaison

### **Manika Parker, BA**

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### **Shunyoung Razor, BS**

NCWorks Career Coach

### **Sheena Roberson, BS**

NCWorks Career Coach

### **Natasha Worthington, MA**

Career and College Promise Coordinator

### **VACANT**

NCWorks Career Coach

## Library

### **Leigh Russell, MLS**

Library Director

### **Stephanie P. Bowers, PhD, MLS**

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### **Brittany Champion**

Instruction and Outreach Librarian

### **Angela Davis, MLS**

Instruction and Web Services Librarian

### **Alana M. Fisher, MLS**

Cataloging Librarian and Evening Services Coordinator

### **Arthur Stevenson**

Library Technical Assistant for Circulation Services

### **Lynn A. Smith**

Administrative Assistant I, Bookkeeper

### **Teresa W. Thompson, AAS**

Library Technical Assistant for Learning Technologies

## Off-Campus, Evening and Weekend Programs

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Dean, Off-Campus Programs, including Evening and Weekend

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## Student Advocacy

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**Mary Tyson, BS**

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Admissions Counselor

## Student Support

**Jasmin Spain, MEd**

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**April L. Moore, BSBE**

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**Darrick Mullins, BS**

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Coordinator/ Head Men's Basketball Coach

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## Title III Grant

**Andrea Stamper, MPA**

Program Director, Title III Grant

**Jimmy Hardy, BA**

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**Laura L. Corbett, AA**

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EOC Outreach Specialist, TRiO

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**Kim Waters, MS**

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## Arts and Sciences Division

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Instructor, Biology

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**Kerri Augustino, MS**

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**Russell Clift, MS**

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Instructor, Sociology

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**Avis Gray, MA**

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**Robert Neil, MS**

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Management and Cyber Security

**Kelli Johnston, MBA**

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**Ruth Lupton, MS**

Instructor, Office Administration

**Marla McLawhorn, BS, RHIA, CPC**

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**Jeffery Mobley, MS**

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**Karen Moody, BS**

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**Priscilla Moore-Rodgers, AAS**

Administrative Assistant I, Business Administration

**Karen Mazingo, MSA**

Department Chair, Business Administration

**Sabrina Mazingo, MS**

Instructor, Computer Technologies

**Bynum Murray III, MFA**

Instructor, Simulation and Game Development

**Yolanda Pritchard, MSIT**

Instructor, Information Technology Support and Services

**Kristina Register, MS**

Instructor, Office Administration

**Daniel Rhem, MBA**

Instructional Coordinator, Business Administration: General  
Business Administration

**Gregory E. Robison, EdD**

Department Chair, Computer Technologies

**Borgella Saint-Ulyse, MBA**

Instructor, Business Administration

**Charmaine Smith, MA**

Instructional Coordinator, Computer Technologies, College  
Transfer

**Sharon Smith, MHA**

Instructor, Healthcare Management Technology

**Anita Lynn Stroud, AAS, CL**

School Manager, Cosmetology

**Bill Sypawka, EdD**

Instructional Coordinator, Information Technology Computer  
Programming and Development

**Robert P. Tallo, MAEd**

Instructor, Accounting

**Jared Taunton, MBA**

Instructor, Business Administration

**Wanda Card Tenpenny, BS, RHIA, CPC, CPMA**

Instructional Coordinator, Medical Office Administration

**Denise Whitfield, MAEd**

Instructor, Computer Technologies

**Allyson Woolard, MBA, BS, RHIA, CMRS, CPB, CMCS**

Instructor, Medical Office Administration

**Billie Woolard, AAS**

Administrative Assistant II, Business Division

**Kathy Worthington, MS**

Instructional Coordinator, Office Administration

**VACANT**

Instructional Coordinator, Business Administration

**Construction and Industrial Technology Division**

**Steven J. Mathews, MED**

Dean, Construction and Industrial Technology Division

**Richard Alligood, AAS**

Instructor, Automotive Systems Technology

**Catherine G. Cahoon, AAS**

Administrative Assistant II, Construction and Industrial  
Technology Division

**Patrick J. Corbett, AAS**

Instructor, Automotive Systems Technology

**Dustin D. Doughtie, AAS**

Instructor, Welding Technology - HS

**Keith G. Drury, BA**

Department Chair, Air Conditioning, Heating and Refrigeration  
Technology

**William E. Everett, AAS**

Instructor, Air Conditioning, Heating and Refrigeration  
Technology

**Tony F. Gallardo, AAS**

Curriculum Coordinator, Industrial Systems Technology

**Peter E. Gregory, AAS**

Instructor, Automotive Systems Technology

**Lynn Griffin, BSBE**

Tech Academy Program Director

**David P. Hill, II, MS, BS**

Instructor, Computer-Integrated Machining

**William B. Hofler, MS**

Instructor, Architectural Technology

**Alison W. Johnson, BS**

Administrative Assistant I, Construction and Industrial Technology

**Keith G. Kinlaw, AAS**

Department Chair, Computer-Integrated Machining and Welding Technology

**Norman K. Lilley, BS**

Department Chair, Automotive Systems Technology

**Matthew Lincoln, AAS**

Instructor, Mechanical Engineering Technology

**David G. Manning, AAS**

Curriculum Coordinator, Industrial Management Technology;  
Safety Instructor

**Dennis W. Marshall, BS**

Instructor, Electrical/Electronics Technology

**Calvin J. Mayo, AAS**

Curriculum Coordinator, Computer-Integrated Machining

**Glenn A. Morrison, AAS**

Instructor, Building Construction Technology

**Charles E. Newkirk, Jr. AAS**

Instructor, Welding Technology

**Gail Nichols, BS, CPP**

Coordinator, Technical Trades

**Zachariah Oeding, AAS, CW**

Instructor, Welding Technology

**James T. Pinkham, BFA**

Instructor, Building Construction Technology

**Jerry Pittman, AAS**

Curriculum Coordinator, Greenhouse and Grounds

**Steven D. Reynolds, AAS**

Instructor, Air Conditioning, Heating and Refrigeration Technology

**Jason W. Rouse, AAS**

Instructor, Welding Technology

**Eddie C. Sherrod, AAS**

Department Chair, Electrical Systems and Horticulture Technology

**Bryan S. Shirley, AAS**

Instructor, Welding Technology

**Amy T. Stephenson, BS**

Department Chair, Engineering and Industrial Technology

**Joseph E. Strickland, AAS**

Instructor, Electrical/Electronics Technology

**Andrew J. Thompson, AAS**

Instructor, Welding Technology

**Prentice L. Tyndall, Jr., BS**

Curriculum Coordinator, Electronic Engineering Technology

**Walter G. Underwood, AAS**

Instructor, Automotive Systems Technology

**Maurey D. Verzier, BFA**

Department Chair, Architectural Technology and Building Construction Technology

**Stephen R. Whitlock, BS**

Instructor, Automation/Electronics Engineering

**Teresa A. Williams, BS**

Instructor, Welding Technology

**VACANT**

Instructor, Architectural Technology

### Health Sciences Division

**Donna V. Neal, MAEd, RRT, RCP**

Dean, Health Sciences Division

**Remi Akinkuotu, MSN, RN**

Instructor, Nursing

**Heidi Albertson, BS, RT(R)(T), CMD**

Instructor, Medical Dosimetry

**Carolina Andrews, MS, OTR/L**

Fieldwork Coordinator

**Necole Bartley, AAS**

Administrative Assistant I, Health Sciences Division

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

Instructor, Radiography

**Keela Blango, MSN, RN**

Instructor, Nursing

**Angela Boyd, MSN, RN**

Instructor, Nursing

**Lynne Braxton, MSN, RN, CDE**

Instructor, Nursing

**Sidette Boyce Brown, MA, BS**

Director, Healthcare Programs

**Teresa Bulluck, AAS**  
Instructor, Nursing Assistant

**Tavondia Burdett, MSN, MA, RN**  
Director of Nursing

**Leslie (Craig) Carico, BS, EMT-P, NCOEMS Level II Instructor**  
Program Director, Emergency Medical Science

**Sharon Ceres, MA**  
Instructor/Advisor, AGE

**Scott J. Clinefelter, MAEd, CNMT, RTN**  
Program Director, Nuclear Medicine Technology and PET

**Tina Clinefelter, MS, RT(R), (CT), (MR)**  
Program Director, CT/MRI Technology

**Kendall Commodore, BSRT, RRT, RCP**  
Clinical Coordinator, Respiratory Therapy

**Heather F. Costanzo, BS, RDMS, RDCS, RVT**  
Program Director, Medical Sonography/ Echocardiography

**Pamela Dail, MSN, MAEd, RN**  
Instructor, Nursing

**Mary F. Daniel, MAEd, RT-R(M)(BS)**  
Program Director, Radiography and Breast Imaging

**Carolyn (Renee) Dawson, BFA, COTA/L**  
Instructor, Occupational Therapy Assistant

**Lorin (Nickie) Dixon, MA**  
Instructor/Advisor, AGE

**Tamara Flynn, BS, RHIA, CHTS-IM**  
Clinical Coordinator, Health Information Technology

**Crystal Gooding, BS, RHIA, CPMA**  
Instructor, Health Information Technology

**Kimberly Grant, MA, RT(R)(T)**  
Clinical Coordinator, Radiation Therapy Technology

**Teresa W. Griffith, MAEd, CNMT, PET**  
Instructor, Nuclear Medicine Technology and PET

**Christine Harris, AAS, CMA (AAMA)**  
Instructor, Medical Assisting/CPR Coordinator,  
CTC Training Center

**Sylvia James, AAS**  
Coordinator, Nurse Aid

**Nancy Jesmer, AAS**  
Administrative Assistant, AGE

**Kelli Jones, MSN, RN**  
Instructor, Nursing

**Kimberly Jordan, BSBA**  
Administrative Assistant II, Health Sciences Division

**Don King, MAEd**  
Instructor/Advisor, AGE

**Alison Knox, MSN, RN**  
Instructor, Nursing

**Deneen Lawrence, BS, AAS**  
Administrative Assistant I, Healthcare Programs

**Shawne Llewellyn, MSN, RN**  
Instructor, Nursing

**Allison Manning-Moore, BS, RDMS, RVT**  
Clinical Coordinator, Medical Sonography

**Doreen Meglic, MSN, RN**  
Instructor, Nursing

**Susan Moore, BS, CNMT**  
Clinical Coordinator, Nuclear Medicine Technology

**Valerie R. Opphile, BS, RT(R)**  
Clinical Coordinator, Radiography

**Dana Parker, MAEd, BA**  
Department Chair, Associate in General Education (AGE)

**Candace Peaden, BA, NREMT, NCOEMS Level II Instructor**  
Clinical Coordinator, Emergency Medical Science

**Wendy Perrini, MS, OTR/L, CHT**  
Program Director, Occupational Therapy Assistant

**Theresa R. Rawls, MS**  
Health Sciences Admissions Specialist

**Karen Speight, BS, RT(R), RDMS, RVT**  
Instructor, Medical Sonography

**Courtney Spence, MA, BA**  
Health Sciences Admissions Specialist

**Jeanette Spence, MSN, RN**  
Instructor, Nursing

**Elaine Spencer, MA, RT(T)**  
Program Director, Radiation Therapy Technology and  
Medical Dosimetry

**Crystal Spruill, BSRT, RRT, RCP**  
Instructor, Respiratory Therapy

**Jeffrey (Ryan) Spruill, BS, RPSGT**  
Clinical Coordinator, Polysomnography

**Chastity Stepps, AAS, CMA (AAMA)**  
Instructor, Medical Assisting

**Krystal Sugg, AAS, AS, CMA(AAMA)**  
Program Director, Medical Assisting

**William (Rusty) Sugg, BAS, RRT-NPS, RRT-ACCS, RCP**  
Program Director, Respiratory Therapy



**Ashleigh Walker, MAEd, RHIA, CCS-P**  
Program Director, Health Information Technology

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

**Alicia (Nikki) Weber, BS, RDCS**  
Clinical Coordinator, Echocardiography

**Ashleigh Weir, PhD, MSN, RN**  
Instructor, Nursing

### **Public Services and Fine Arts Division**

**Daniel Mayo, EdD**  
Dean, Public Services and Fine Arts Division

**Matthew Amante, MFA**  
Instructor, Associate in Fine Arts Program

**Raymond Bennett, BS**  
Instructional Coordinator, Basic Law Enforcement Training

**Lorri Brewer, AAS**  
Administrative Assistant I, Fire/EMS Programs

**Melissa Brinkley, MEd**  
Instructor, Early Childhood Education

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

**Vicki Coleman, JD**  
Department Chair, Paralegal

**Miranda Dunn, MAEd**  
Instructor, Early Childhood Education

**Dawn Ellis, MS**  
Instructor, Criminal Justice

**Faith P. Fagan, BS**  
Administrative Assistant II, Public Services and Fine Arts Division

**Thomas Forrest, MJA, BS**  
Director, Basic Law Enforcement Training

**Christopher Harrison, MS, BA**  
Instructor, Criminal Justice

**Cara N. Herrington, MS, LPCS, CRC-MAC, LCAS, CCS ACS**  
Coordinator, Human Services Technology/Substance Abuse

**Stacy Jarrell, BFA**  
Instructor, Graphic Arts, Advertising and Graphic Design

**David Johnson, BLET Certified**  
Instructor, Law Enforcement Training

**Sherri K. Joyner, MS**  
Department Chair, Criminal Justice Technology

**Jordan Krutsch, MFA**  
Instructor, Associate in Fine Arts

**Tonya Leggett, MA, MS**  
Instructor, Human Services Technology/Gerontology

**William R. Lewis, II, BS**  
Coordinator, Unmanned Aerial Systems (UAS)

**Alexandra McCoy, AAS**  
Administrative Assistant I, Law Enforcement

**Kellie Mozingo, MA**  
Coordinator, Law Enforcement and Detention Officer Training

**Mckenzie (Laura) Newkirk, AAS**  
Director, Fire/EMT/EMS

**Mike Nicholson, MA**  
Instructor, Criminal Justice

**Kimberly Outlaw, PhD, MA**  
Instructor, Human Services Technology

**Lisa Peralta, MS, CRC, LPC, LCAS, CCJP**  
Instructor, Human Services Technology/Substance Abuse

**Melissa D. Rees, MS**  
Department Chair, Early Childhood Education

**Michael Stephenson, MM**  
Coordinator, Music and Drama

**Charity Valentine, MFA**  
Department Chair, Associate in Fine Arts

**Lisa Webb, BS, CPP**  
Coordinator, Workforce Development

**Eleanor M. Willard, PhD**  
Department Chair, Graphic Arts

**Wendy Wooten, BS**  
Administrative Assistant I, Basic Law Enforcement Training

**Christopher Young, JD**  
Instructor, Paralegal Technology

### **Student Development Services Enrollment Services**

**Katherine Clyde, MBA**  
Interim Assistant Vice President, Enrollment Services

### **Financial Aid**

**Lee Bray**  
Director, Financial Aid Services

**Janet Brewer, AAS**  
Financial Aid Assistant

**John (Doug) Collins**  
Assistant Director, Financial Aid Services

**Phyllis Dixon, AAS**  
Administrative Assistant I, Financial Aid

**Cicoira Drummond, BS**  
Financial Aid Assistant

**Rosemary Johnson, MBA**  
Financial Aid Assistant

**Barbara Manning, BA**  
Financial Aid Assistant

**Norma Manning, BS**  
Financial Aid Assistant

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

**Douglas Quinn, BS**  
Veteran's Service Specialist

**Sonji Rowsom, BS**  
Coordinator, Veterans Affairs

**Kiara Stanley**  
Administrative Assistant I, Financial Aid

### **First-Year Experience/Admissions and Advising**

**Shakeena White, EdD**  
Director, First-Year Experience, Admissions and Advising

**Amelia Bain, MAEd, BA**  
Admissions Counselor

**Jessica Blake, MAEd**  
Senior Student Success Advisor

**Megan Carter, AAS**  
Administrative Assistant, First-Year Experience, Admissions and Advising

**Lori Cohens, MA, BA**  
Student Success Advisor

**Brooke Green, MA, BA**  
Student Success Advisor

**Clark Howerton, BA**  
Student Success Advisor

**Terra Jones, MA**  
Student Success Advisor

**Allena King, MA, BS**  
Student Success Advisor

**Susan Marsh, BS**  
Senior Student Success Advisor

**Gregg Massenburg, MA**  
Lead Student Success Advisor

**Tania Overton, MBA**  
Student Success Advisor

**Lakisha Peebles, MA**  
Admissions Counselor

**Holly Perry, BA**  
Student Success Advisor

**Kimberly Riddick, MBA**  
Admissions Counselor

**RaSheeda Waddell, MA, BA**  
Student Success Advisor

**William White, BS**  
Student Success Advisor

### **Recruitment**

**John Carrere, BS**  
Director, Office of Recruitment

### **Registration**

**Angela Cline, MPA**  
Registrar

**Alisha S. Battle, BSBA**  
Placement Testing Assistant

**Connie Blake, BSBE**  
Assistant Registrar

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

**Stephanie Cooper**  
Admissions and Records Specialist

**Dorothy Corbett**  
Admissions and Records Specialist

**Emily Davis, BA**  
Graduation Specialist

**Lenora Harvey, BS, AAS**  
Admissions and Records Specialist

**Rhonda Jones, AAS**  
Admissions and Record Coordinator

**Kevin Lynch**  
Administrative Assistant I, Admissions and Records

**Angela Jones Moore**  
Registration Technician

**Kakisha Roberson, AAS**  
Admissions and Records Specialist

**Crissy Stewart, BS**  
Coordinator, Placement Testing

**Deanna Whitehurst**  
Admissions and Records Specialist

## OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES

***Rick Owens, MBA***

Vice President, Administrative Services

***Julie H. Moseley***

Administrative Assistant III, Vice President Administrative Services

### Campus Police

***Tyrone Turnage, Jr., BS, AAS, BLET Certified***

Chief of Police, Campus Police

***Issac Barrett, BLET Certified***

Police Captain, Campus Police

***Sherry Bullock, AAS***

Dispatcher/Administrative Assistant I, Campus Police

***Tinesha Cox***

Dispatcher/Administrative Assistant I, Campus Police

***Gary Davis, MA, BA***

Campus Police Officer

***Tamara Hunter***

Dispatcher/Administrative Assistant I, Campus Police

***Shawn Meeks, BS***

Campus Police Officer II

***Janet Pineda, AAS***

Campus Police Officer

***Angel Rypkema***

Campus Police Officer

***Terry Williams, BLET Certified***

Police Sergeant, Campus Police

***Gregory Willis, BLET Certified***

Campus Police Officer

### Facilities Services

***Timothy Strickland***

Director, Facility Services

***Ricky Arrington***

General Maintenance Assistant

***Nicole Blackshear Juarez, AA, AAS***

Office Manager

***Kelvin Cox***

General Maintenance Assistant

***George Dupree, AAS***

General Maintenance Technician II

***Jerry Garris***

Coordinator of Operations Management

***Steve Jordan***

General Maintenance Technician I

***Richard Joyner***

General Maintenance Technician II

***Timothy Moore, Electrical License, Diploma***

Assistant Director of Facilities Management

***William Powell***

Custodial Supervisor

***Stephenie Stox, AAS***

Information/Receptionist/Clerk, Facilities Services

**VACANT**

General Maintenance Technician

**VACANT**

General Maintenance Technician

### Information Technology and Services

***Ernest L. Simons, III, MBA, CGCIO***

Assistant Vice President, Information Technology and Services

***Khalid Abdelfattah, MS, BS***

Director, Application Development

***Brian Bothern, AAS, CNA***

Director, Information Systems

***Jason K. Bratton, AAS***

Technical Analyst, Computer Support

***Pamela Garris***

Administrative Assistant II, Assistant Vice President, Information Technology and Services

***Robert Green***

Personal Computer Technician, Computer Support

***Kirk Grice, AAS***

Network Administrator, Network Services

***Richard Grimes, BSBE***

Technical Coordinator/Information Systems Instructor, Computer Support

***Beverly Hunt***

Help Desk Operator

***Paul Lilley, AAS***

Systems Administrator, Information Systems

***David Looney***

Systems Administrator, Information Systems

***Jamelle Matthewson, AAS***

Network Technician, Network Services

**Michael Mayo, AAS**

Tech Specialist/Personal Computer Technician, Computer Support

**Jeremy Morris, MS, BS, CCAI**

Coordinator, IT Research and Security Management

**Daniel Ortega**

Application Programmer/Analyst, Application Development

**Sandy Rose, AAS**

Systems Administrator, Information Systems

**Edward (Scott) Sheppard, BS**

Application Programmer/Analyst, Application Development

**Jason Stevens, AAS**

Network Technician, Network Services

**Colin Stonerock, AAS**

Personal Computer Technician, Computer Support

**Billy Vines, AAS**

Systems Administrator, Information Systems

**Wes Wooten, BSBA, AAS, ABA**

Director, Computer Support

**Inventory Control/Courier Services**

**Scott Chauncey, BSBA**

Manager, Inventory Control and Courier Services

**Lillie Andrews, AAS**

Courier Services Technician

**Ashleigh Kuenzi, AAS**

Administrative Assistant I, Inventory Control Officer

**Alton Tyre**

Equipment and Inventory Control Officer

**Roy Wooten**

Courier Services Technician

**VACANT**

Courier Services

**OFFICE OF THE VICE PRESIDENT OF  
FINANCE/CHIEF FINANCIAL OFFICER**

**Ricky D. Brown, MBA**

Vice President, Finance/Chief Financial Officer

**Jane Alligood, BS**

Director, Purchasing and Contracts

**Holly Edwards Barbee, BSBA**

Manager, College Store

**Queen Boyd**

Copy Center Technician

**Kelly J. Clark, AAS**

Administrative Assistant III, Chief Financial Officer

**Paula Dickens, AAS**

Accounting Technician

**Kenneth Edwards, AAS**

College Store Technician

**Ginger Ferrell, AAS**

Accounting Technician

**Becky Godley**

Payroll Technician

**Tia S. Holloman, BSBA**

Staff Accountant

**Bethany Lane, AAS**

Staff Accountant

**Kelly Moore, AAS**

Internal FTE Auditor

**Amanda Murray, BSBA**

Accounts Receivable Technician II

**Angie Peaden, AAS**

Staff Accountant

**Julie Peaden**

Payroll Manager

**Ava Porter**

Accounting Technician

**Sandra Richardson**

Purchasing Technician

**Gloristeen Roberson, AAS**

Manager, Copy Center

**Laura Sisson, BA**

College Store Technician

**Stephen Venters, BS, AAS**

Assistant Manager, College Store

**Samantha Whitehurst, BS**

P-Card Administrator

**Tracey Yarborough, AAS**

Accounts Receivable/Cashier Supervisor

**VACANT**

Accounts Payable/Travel Technician

**OFFICE OF THE VICE PRESIDENT OF  
INSTITUTIONAL ADVANCEMENT**

***Marianne K. Cox, MAEd***

Vice President, Institutional Advancement

***John Bacon, BS***

Director, Annual Fund/ Alumni

***Montez Bishop, MPH***

Coordinator, VISIONS/College Programs

***Tammy Bond-Wilson, AAS***

Technical Assistant, Foundation

***Stephanie Brown, BA***

Specialist, Media Relations

***Latis Burnett, AAS***

Technical Assistant, Marketing

***Michelle Daniels, AAS***

Administrative Assistant III, Institutional Advancement

***Tamsey Evans, BS***

Specialist, Resource Development/Donor and Data

***Rob Goldberg, BA***

Director, Media Relations

***Erin Greenleaf, BA***

Specialist, Events

***Steffen McGhee, MSW***

Coordinator, VISIONS/Pilot Program

***Gabriela Navarro, AAS***

Administrative Assistant I, VISIONS Programs

***Beth Perkins, MS***

Specialist, Marketing

***Jane Power, BID***

Director, Marketing

***Jim Shallow, MAEd***

Coordinator, VISIONS/High School Program

***Georgia “Beth” Sigmon, BA***

Executive Director, PCC Foundation

***Kimberly Simpkins, BA***

Coordinator, Scholarships

***Newton Smith, BFA***

Specialist, Marketing

***Katelynn Speas, MS***

Coordinator, VISIONS/High School Program

***Rebecca Warren, BS***

Director, VISIONS Career Development and Scholarship Program

## ADMISSIONS

Pitt Community College operates under the open-door admissions policy established in the North Carolina General Statute 115.D. All community colleges maintain an open-door admissions policy for applicants who are high school graduates or high school leavers 18 years of age or older. The College has the right place to place these applicants selectively. For admissions information call (252) 493-7232.

### General Admissions

The basic requirements for curricular programs are as follows:

1. The College requires high school graduation or the high school equivalency diploma for all Associate in Arts, Associate in Fine Arts, Associate in Science, Associate in General Education, and Associate in Applied Science degrees and for most diploma and certificate programs. An official high school transcript from a high school recognized by the Department of Education or equivalency certificate is required. (Note that a "certificate of attendance" does not constitute high school graduation). Certain diploma and certificate programs require students to have at least eight units of high school work or special permission granted by the department chair. Those selected programs not requiring high school graduation are:

Building Construction Technology:

Residential Carpentry Diploma

Electrical Systems Technology:

Basic Wiring Certificate

Industrial Controls Certificate

Programmable Logic Controller Certificate

Welding Technology:

(diploma and certificate options)

2. All applicants must provide a valid Residency Certification Number (RCN) issued by the state of NC. Student wishing to obtain an RCN may visit [www.ncresidency.org](http://www.ncresidency.org).
3. All students must submit a high school transcript or equivalency to determine placement in college-level English and Mathematics, based upon High School GPA, High School Equivalency, or SAT/ACT scores. All students who have graduated high school beyond ten years of their PCC acceptance, or who have graduated from a non-U.S. high school or are entering into special entrance programs such as BLET are required to take the RISE assessment test. All transfer students who have successfully earned an Associate degree or higher are not required to submit a high school transcript but must present an official postsecondary transcript to the Admissions and Records Office.

Visit the Placement Testing portion of the PCC website to view the minimum cuts score policy for SAT/ACT for admissions placement. Students must provide an official copy of their SAT/ACT score report to the PCC Registrar's Office. The minimum scores are subject to change without notice. For further information about Placement Testing visit the PCC website or call 252-493-7561.

4. All new students with the exception of Visiting Students, are strongly encouraged to complete a New Student Orientation (NSO) before registering for classes. These sessions are designed to provide students with the tools needed to be successful at PCC. Students also learn about various support services offered at the college. Orientation sessions occur periodically throughout the year either face-to-face or online.

### Admission of Home-Schooled Students

Home-schooled students must submit a copy of the home-school's approved registration from the state in which they are registered and an official transcript including the graduation date. Please note that the NC Division of Non-Public Education home-school laws apply only to schools enrolling students of compulsory attendance age (at least 7 years of age but not yet 16 years of age.) Home-schools are not empowered by state law to issue diplomas to post high school age students. However, they may obtain their high school diplomas either through the NC Community College adult high school diploma program or through its High School Equivalency (GED®) program.

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

### Refusal of Admission Policy

In accordance with \*23 NCAC 02C.0301d, it is the Policy of Pitt Community College that admission may be refused to any applicant during any period of time that the student is suspended or expelled from any other educational entity. The Office of the Assistant Vice President of Student Support is responsible for applying and enforcing this policy.

### New Student Orientation

The Office of New Student Orientation assists incoming students in transition to Pitt Community College. The office collaborates with many campus departments, faculty, and staff to provide important information and to facilitate the course registration process. **Mandatory new student orientation is highly encouraged for all new students attending PCC for the first time.** New students may complete an orientation session prior to registering for courses. Find additional information on the PCC website at <https://pittcc.edu/admissions/student-orientation/>.

## Placement Testing

The EdReady Assessment test is used by North Carolina's community colleges to identify student readiness for college-level courses, who have been graduated from high school or equivalency, beyond ten years of their PCC acceptance. The EdReady test assesses students' understanding of general Math, English, and Reading Skills.

Placement testing takes place during select lab hours by appointment. Students may schedule an appointment by utilizing the online appointment scheduler on the PCC Placement Testing website. Distance Learning Students should contact the Placement Testing Office or visit the PCC Placement Testing website for information about distance learning testing. Students who require special accommodations receive a referral to the Accessibility Services Director. A completed PCC application must be on file in order to schedule a placement testing appointment. A picture I.D. is required for testing. Children are not allowed in the testing lab. Students may also complete the placement test at the PCC Farmville Center by appointment.

Students who have taken the EdReady test at another North Carolina community college may have their scores sent to the Pitt Community College Placement Testing Office. These scores can be used to place students into the appropriate English and/or Math course(s). Each placement test can be attempted 2 times by an individual.

## Foreign Language Placement Testing

Students who are heritage speakers or who have taken one or more semesters of foreign language in high school are encouraged to take a foreign language placement test. The test is available for current PCC students as well as prospective students who have not taken a college level foreign language course.

The placement test places students into the appropriate course associated with their skill level. **Students do not earn academic credit for courses out of which they placed. However, the student can complete a credit by exam for each of the prerequisite courses. Students are required to pay tuition for those courses. (See "Credit by Examination," p. 39).**

## College Level Exam Program (CLEP) Testing

The Placement Testing Office also offers CLEP exams. CLEP exams allow individuals who have acquired comprehensive subject knowledge through independent or prior study, on-the-job training, or cultural pursuits to show that they have mastered college-level material. Individuals must schedule an appointment to take the CLEP test. There is a fee to take the CLEP test. Please call Placement Testing for the most current fee information.

Each institution sets their CLEP policy. PCC's CLEP policy is as follows:

1. Only credits from courses approved by PCC will be granted.
2. Official CLEP score reports should be sent to Pitt Community College as part of the admissions application process. "Official" score reports (sent directly from The College Board to PCC) can be requested by visiting The College Board website at <https://www.collegeboard.org/> and should be sent to the PCC Registrar's Office.

3. CLEP Credit may not be counted as part of the class load for financial aid purposes, athletic or extracurricular eligibility.
4. While there is no limit to the number of credits that may be earned by passing CLEP exams, students must successfully complete a minimum of 25% of the credit hours required for the degree, diploma, or certificate through PCC (see graduation requirements for more information).
5. Credits for CLEP exams are posted as transfer credits and will be treated as transfer credit in respect to eligibility to be awarded as credit.
6. PCC has a list of CLEP exams that it accepts for credit and the score requirement for each exam. It is the student's responsibility to verify that the exam they take will apply to their program.
7. Students are encouraged to talk with their advisor before attempting a CLEP test.
8. Students who are transferring to another institution should be familiar with that institution's CLEP policy. Please note that each institution establishes its own requirements, minimum scores, and credit awarded.
9. Credits initially earned by passing a CLEP exam will be deducted from cumulative credit earned if a student subsequently enrolls in and completes a college-level course that is similar in content to the subject matter covered by the CLEP exam.
10. PCC officials reserve the right to revise this policy without notice. Credits awarded for CLEP exams are done so according to the policy in effect at the time of the CLEP transcript evaluation.
11. CLEP exams may be repeated no sooner than three months after the date of the last test.
12. CLEP tests are administered on campus by appointment only. All appointments and other questions should be directed to Placement Testing (252) 493-7561.

Financial aid does not pay for CLEP coursework. Visit the PCC website for CLEP fee information.

For a full list of CLEP credits accepted by PCC, please see your advisor on the Placement Testing website.

## Acceptance of Certification

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

Course(s)	Certification
<b>Found in: Information Technology Programs (A25590)</b>	
CTS 120 Hardware/Software Support CTS 220 Advanced Hardware	CompTIA A+
NET 125 Networking Basics NET 126 Routing Basics	Cisco Certified Network Associate (CCNA)
NOS 120 Linux/UNIX Single User	CompTIA Linux+
SEC 110 Security Concepts	CompTIA Security+

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

Basic Correctional Officer Training Course (BCOT)\*

Basic Law Enforcement Training Certificate (BLET)

Certified Nursing Assistant (CNA)

Course(s)	Credential
<b>Found in: Criminal Justice Technology Programs (A55180)</b>	
CJC 141 Corrections CJC 225 Crisis Intervention CJC 233 Correctional Law	BCOT*
CJC 120 Interviews/Interrogations CJC 131 Criminal Law CJC 132 Court Procedure & Evidence CJC 221 Investigative Principles CJC 231 Constitutional Law	BLET/CJC 100
<b>Found in: Human Services Technology Programs (A45830, A4538B, and A4538E – 2018 catalog and prior)</b>	
HSE 215 Health Care	CNA

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

### Health Sciences Admissions

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

Telephone: (252) 493-7473. E-mail: hltscadm@email.pittcc.edu.

The Pitt Community College health sciences programs are as follows:

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

### Transfer Admissions

Pitt Community College will accept students from other post-secondary institutions. Applicants should complete the following steps:

1. Submit a formal application.
2. Have official high school transcripts mailed to the Admissions and Records Office. High school transcripts are required for admission to most programs of study at the College. They are also required in order to complete the financial aid process. Students with an associate or baccalaureate degree from a regionally accredited college or university are exempt from submitting high school transcripts, except in some instances when they may be required for processing of veterans' benefits and/or financial aid.
3. Have official transcripts from each post-secondary institution mailed to the Admissions and Records Office. Transcripts are necessary if transfer credit is to be awarded and/or for students to meet necessary course prerequisites. Transcripts are required from all students applying for veterans' benefits.

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

All official documents, such as transcripts from other colleges, become the property of Pitt Community College and cannot be returned or reissued.

### Readmission of Curricular Students

Students who have not enrolled for 3 consecutive semesters, including the summer semester, must reapply by completing an Application for Admission. Official transcripts, placement testing, and additional admission requirements may be requested if not required during period of initial enrollment. Applicants for admission or readmission to health sciences programs must follow the Health Sciences Admissions Procedures for those programs.

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

Students out of school as a result of disciplinary action must appear before the Vice President of Academic Affairs and Student Development Services and petition for readmission to the College.

Students called to active duty military service will be re-admitted with the same academic status that he or she had when last attended.



## Special Credit Students

Special Credit Students are defined as the following:

1. Students visiting Pitt Community College only planning to take a few courses (students intending to transfer to a four-year institution are not special credit).
2. Students who have already completed a degree and are seeking only a few courses (students seeking a second degree are not special credit).
3. Students taking courses for personal enrichment purposes only and are not seeking a certificate, diploma, or degree.
4. Students who cannot decide which certificate, diploma, or degree to pursue at Pitt Community College and need further career counseling before making a decision.

\*NOTE: Financial Aid students cannot be declared Special Credit; in order to receive aid, students must enroll in a program.

## Non-Degree Curriculum Credit

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

## Provisional Admissions

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

## High School Admissions (Career and College Promise)

Pitt Community College allows high school students to enroll in community college courses tuition free, based on the Career and College Promise program. This program provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. PCC offers the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

1. College Transfer Pathways leading to the Associate in Arts and the Associate in Science transfer degrees.
2. Career and Technical Education Pathways leading to certificates, diplomas, or degrees.

Eligibility for these two pathways considers on the following:

1. College Transfer Pathways
  - Be a high school junior or senior.
  - Have an unweighted GPA of 2.8 on high school courses or demonstrate college readiness on an assessment or placement test. If using test scores, a student must demonstrate college readiness in English, Reading, and Mathematics to be eligible for enrollment in a College Transfer pathway.

2. Career and Technical Education Pathway
  - Be a high school junior or senior.
  - Have an unweighted GPA of 2.8 on high school courses, demonstrate college readiness on an assessment or have the recommendation of the high school principal.
3. To maintain eligibility for continued enrollment, students must:
  - Continue to make progress toward high school graduation.
  - Maintain a 2.0 in college coursework after completing two courses.

Once a student has graduated from high school, he or she must complete an admissions application and be accepted into a curriculum program to continue taking classes at PCC.

Availability of these programs is based on the annual approval of the North Carolina General Assembly.

For further information about Career and College Promise, call (252) 493-7408, (252) 493-7663 or (252) 493-7745 or visit Trailer 23. You may also visit the PCC Career and College Promise web site: <https://pittcc.edu/academics/high-school-programs/> for more details.

## International Student Admissions

Pitt Community College issue I-20 forms for curriculum programs of study. An international student present in the United States on a student visa ('F-1') is considered a non-resident for the purpose of tuition payments. Length of stay, payment of taxes, or ownership of property, in themselves, do not qualify an international student for the status of legal resident or domicile. Neither federal nor state student financial aid applies to an international student; therefore, they are required to submit an official bank statement (in dollars) from a bank or appropriate official certifying that the international student has sufficient funds to cover each year of expenses.

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

1. Graduation from a high school or equivalent as evidenced by an official copy of the secondary school transcript. All official transcripts also have attached (1) a certified English translation and (2) course descriptions if requesting transfer credit.
2. To demonstrate proficiency in the English language, the applicant must take the Test of English as a Foreign Language (TOEFL) and score at least 76 on the Internet Based Test (IBT), 173 on the computer-based test or 500 on the paper-based test. Exception: An international student whose country has English as the only official language is not required to demonstrate proficiency in the English language.
3. All students are required to make their own housing arrangements.

For further information concerning international students' admissions, contact Counseling Services at (252) 493-7480.

## Policy Statement of International Students in Distance Education

Effective fall semester of 2000, Pitt Community College will permit foreign students (non-US citizens) residing outside of the physical boundaries of the United States to enroll in distance education courses through the standard admission process. Since these students will remain in their home countries, Bureau of Citizenship, and Immigration Services (BCIS) regulations will not apply; I-20 forms will not be issued, and VISA documentation will not be required for admission. Admission to the College for distance education courses in no way grants immigration or residency status. Distance education foreign students will be charged tuition at the out-of-state rates designated by the North Carolina General Assembly, payable in American currency only.

### Admission of Undocumented Immigrants

Effective July 10, 2010, the State Board of Community Colleges has completed the amendment process for 23 N.C.A.C. 02C .0301 entitled "Admission to Colleges" regarding undocumented immigrants. Under this rule, Pitt Community College will adhere to the following policy regarding the admission of undocumented immigrants.

1. Any undocumented student registered into a class is required to pay the out-of-state tuition rate, which is set at \$264.00 per credit hour for the 2020-2021 academic year.

2. In implementing the priority provision in 23 N.C.A.C. 02C .0301 (b)(6), community colleges are responsible for ensuring that a student who is lawfully present in the United States will always have priority for a space in a class or program of study over a student who is not lawfully present in the United States, if there are space limitations. Therefore, PCC shall neither enroll undocumented students into a class or program of study for which there are waiting lists, nor will we register undocumented students for classes until the conclusion of the last published (i.e. late) registration period.
3. For the purposes of 23 N.C.A.C. 02C .0301 (b)(6), undocumented immigrants with a General Educational Development (high school equivalency) diploma are not considered to have "graduated from a United States public high school, private high school, or home-school" and therefore are not eligible to be admitted to a community college.
4. An undocumented immigrant with a diploma from an Adult High School that is located in the United States and operates or operated in compliance with state or local law is eligible to be admitted to a community college.

*Source: Numbered Memo CC 10-0026 dated 07/12/2010*

## TUITION, FEES, AND OTHER EXPENSES

Financial support from local, state, and federal sources allows each student an educational opportunity at minimum cost. The North Carolina General Assembly sets tuition, which is subject to change without notice. Textbooks, fees, and supplies are additional expenses, which vary according to the program of study.

The payment of all fees is required at the time of registration. Any student who does not pay fees will have their schedule purged from all classes. Students may not attend class until tuition is paid. American currency is the only acceptable form of payment for tuition, fees, and other expenses.

### Tuition

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

#### Fall, Spring, and Summer Semester Full-time Tuition (As of this printing, July 2020)

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

#### Part-Time Tuition

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

#### Audit Students

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

#### Internet Students

Tuition and fees for students enrolled in classes via the Internet are the same as the tuition and fees for students enrolled in traditional classrooms.

#### Out-of-State Students

The entrance requirements and admission procedures for persons who reside outside North Carolina are the same as for residents. Tuition for non-residents will not exceed \$4,288.00 per semester for full-time enrollment. For part-time students, the fee is \$268.00 per credit hour.

### New Centralized Residency Process

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

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

also selected to serve as the administrator of the Residency Determination Service.

Under the leadership of the Higher Education Collaborative Advisory Committee (HECAC), representatives from the North Carolina education entities worked together for approximately three years to develop the Central Residency Determination Service. Pitt Community College implemented RDS on October 23, 2017.

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

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

### **Fees and Other Expenses**

All tuition and fees must be paid in the Cashier's Office located in the Craig F. Goess Building. The Cashier's Office is open Monday through Friday 8:00 a.m. to 5:00 p.m. **Special hours apply during summer term and registration periods.** For further information about fees, contact the Cashier's Office at (252) 493-7234.

#### **Student Activity Fee**

A student activity fee for all students will be charged during the fall and spring semesters at a rate of \$26.00 per semester and \$20.00 during the summer semester. This rate is subject to change without notice.

#### **Technology Fee**

The student technology fee for all students will be charged at a rate of \$32.00 per semester. This rate is subject to change without notice.

#### **Accident Insurance**

Accident insurance, covering hours in school and transportation between PCC and school supervised and sponsored activities, is required at a minimum cost per semester. Students must submit claims for injury covered under the accident insurance provisions immediately, but in no instance later than 30 days, in order to expect coverage. Report all accidents to the Assistant Vice President of Student Support within 24 hours of the accident. The premium for accident insurance is subject to change annually.

#### **Professional Liability Insurance**

Students enrolled in various programs are required to purchase professional liability insurance and encouraged to purchase health insurance prior to clinical practice or work-based learning experiences also used to support access to the college's infrastructure by distance education students. The access fee is mandatory for all students. The access fee is \$15.00 for fall and spring semesters and \$10.00 for the Summer Term. For non-curriculum students the access fee is \$2.00 per semester.

#### **Transcript Fee**

Official transcripts are available at a rate of \$5.00 per transcript. Unofficial transcripts are provided free of charge. This rate is subject to change without notice. Transcripts can be requested at the National Student Clearinghouse. Students can choose to receive transcripts through electronic delivery, U.S. Postal mail, or picked up in person.

#### **Textbooks and Supplies**

The cost of textbooks and supplies varies according to the program of study. Students receive this information when they register for classes via a link on our website. These items are available for purchase from the College Store. The College Store hours are Monday-Friday 8:00 a.m. – 5:00 p.m. Special hours exist at the beginning of each semester. Business hours are posted on the College Store door and bulletin boards throughout the campus.

#### **Inclusive Access Fees**

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

#### **Lab Fees**

Lab fees (in the amount of \$3.75 per lab hour) are charged for classes, which require special equipment or supplies.

#### **Returned Check Fees**

A returned check fee of \$25.00 applies for checks received by the college that have been returned for nonsufficient funds or other reasons.

## Tuition and Fees Effective 2020 Fall Semester

### Resident Student

Credit Hours	Cost per Credit Hour	Activity Fee*	Technology Fee	Access Fee*	Accident Insurance	Total Amount <sup>†</sup>
1	\$76.00	\$26.00	\$32.00	\$15.00	\$1.20	\$150.20
2	\$152.00	\$26.00	\$32.00	\$15.00	\$1.20	\$226.20
3	\$228.00	\$26.00	\$32.00	\$15.00	\$1.20	\$302.20
4	\$304.00	\$26.00	\$32.00	\$15.00	\$1.20	\$378.20
5	\$380.00	\$26.00	\$32.00	\$15.00	\$1.20	\$454.20
6	\$456.00	\$26.00	\$32.00	\$15.00	\$1.20	\$530.20
7	\$532.00	\$26.00	\$32.00	\$15.00	\$1.20	\$606.20
8	\$608.00	\$26.00	\$32.00	\$15.00	\$1.20	\$682.20
9	\$684.00	\$26.00	\$32.00	\$15.00	\$1.20	\$758.20
10	\$760.00	\$26.00	\$32.00	\$15.00	\$1.20	\$834.20
11	\$836.00	\$26.00	\$32.00	\$15.00	\$1.20	\$910.20
12	\$912.00	\$26.00	\$32.00	\$15.00	\$1.20	\$986.20
13	\$988.00	\$26.00	\$32.00	\$15.00	\$1.20	\$1,062.20
14	\$1,064.00	\$26.00	\$32.00	\$15.00	\$1.20	\$1,138.20
15	\$1,140.00	\$26.00	\$32.00	\$15.00	\$1.20	\$1,214.20
16	\$1,216.00	\$26.00	\$32.00	\$15.00	\$1.20	\$1,290.20

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

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

\*\*Tuition is set by the N.C. General Assembly and is subject to change without notice.

### Non-Resident Student

Credit Hours	Cost per Credit Hour	Activity Fee*	Technology Fee	Access Fee*	Accident Insurance	Total Amount <sup>†</sup>
1	\$268.00	\$26.00	\$32.00	\$15.00	\$1.20	\$342.20
2	\$536.00	\$26.00	\$32.00	\$15.00	\$1.20	\$610.20
3	\$804.00	\$26.00	\$32.00	\$15.00	\$1.20	\$878.20
4	\$1,072.00	\$26.00	\$32.00	\$15.00	\$1.20	\$1,146.20
5	\$1,340.00	\$26.00	\$32.00	\$15.00	\$1.20	\$1,414.20
6	\$1,608.00	\$26.00	\$32.00	\$15.00	\$1.20	\$1,682.20
7	\$1,876.00	\$26.00	\$32.00	\$15.00	\$1.20	\$1,950.20
8	\$2,144.00	\$26.00	\$32.00	\$15.00	\$1.20	\$2,218.20
9	\$2,412.00	\$26.00	\$32.00	\$15.00	\$1.20	\$2,486.20
10	\$2,680.00	\$26.00	\$32.00	\$15.00	\$1.20	\$2,754.20
11	\$2,948.00	\$26.00	\$32.00	\$15.00	\$1.20	\$3,022.20
12	\$3,216.00	\$26.00	\$32.00	\$15.00	\$1.20	\$3,290.20
13	\$3,484.00	\$26.00	\$32.00	\$15.00	\$1.20	\$3,558.20
14	\$3,752.00	\$26.00	\$32.00	\$15.00	\$1.20	\$3,826.20
15	\$4,020.00	\$26.00	\$32.00	\$15.00	\$1.20	\$4,094.20
16	\$4,288.00	\$26.00	\$32.00	\$15.00	\$1.20	\$4,362.20

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

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

\*\*Tuition is set by the N.C. General Assembly and is subject to change without notice.

## Refund Policy

The College is authorized to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (IE SBCCC900.1) which state that a refund shall not be made except under the following circumstances:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic term as noted in the college calendar. In addition, a student is eligible for a 100% refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment.
2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the term.
3. For classes that do not meet for the entire term, a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10% point of the class.

All curriculum tuition refunds will be mailed.

The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice. Activity, technology, access, and insurance fees are nonrefundable.

### Exception:

Students prepaying and dropping all classes prior to the first day of classes as published in the school calendar of the term involved will receive a full refund of all fees.

Students desiring a tuition refund prior to or on the 10% point of the class are asked to follow the steps listed below:

1. Obtain a Drop/Add form from a Student Success Advisor, Academic Advisor or the Admissions and Records Office.
2. Submit completed form to the Admissions and Records Office.
3. Distance education students who cannot come to the Admissions and Records Office may contact that office via their official myPittCC email account. Only requests made through the official PCC email account will be honored.

Students that prepay and then officially withdraw from the College may receive a full refund of tuition and fees if the official withdrawal is completed before the first day of classes as published in the school calendar of the term involved.

If a student pre-registers using Title IV Financial Aid funds and/or scholarships funds and fails to maintain measurable SAP resulting in the termination of financial aid, then the College will credit the amount of tuition and fees to the specific Title IV program or scholarship from which the funds were originally allocated. The

student will be responsible for any remaining balance on his or her account.

When a student who is a recipient of Title IV funds completely withdraws or is dismissed from Pitt Community College prior to the end of an academic period, the institution will determine whether and to what extent such student received an overpayment. This determination will be based upon the amount of tuition, fees, and miscellaneous expenses incurred by the student up to the last date of attendance reported by each instructor. Last dates of attendance are reported periodically each term. The final due date for last dates of attendance is the date grades are due. Once the student has been billed by the Financial Aid Office, the student will have fifteen business days to dispute the amount owed by contacting the instructor for any correction(s) to the last date of attendance. Notification of any balance due will be mailed to the address of record in the Admissions and Records Office. An email notification of the bill will also be sent to the student’s myPittCC email account.

Overpayment funds reimbursed to the institution by the student shall be credited to the specific Title IV program in accordance to Federal requirements. Students who owe money for Title IV funds will be referred to the US Department of Education for collection. Students who owe state funds will be referred to the NC Department of Revenue for collection. Students must repay funds to the institution within 45 calendar days to avoid overpayment referral.

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

Upon the request of the student, PCC will grant a full refund of tuition and fees to active duty military personnel who are called to active duty or who have received temporary or permanent reassignment making it impossible for them to complete their course requirements. This policy also applies to military reservists and National Guard personnel called to active duty. Student must submit a copy of their military orders to the Registrar’s office. The student will then be withdrawn from classes with a full refund of tuition and fees. The College bookstore will also buy back textbooks to the extent allowable under the bookstore’s buy back procedures. Coursework will be transcribed as an Official Withdrawal (OW) but will not count towards the eight Official Withdrawals allowed under PCC’s Official Withdrawal Policy. National Guard service members placed onto State active duty status while enrolled will be given an excused absence for the period of time the student is on active duty and will be allowed to make up any test or other work missed. In cases where work cannot be made up, (for example, for clinical requirements in Health Sciences programs that may not be rescheduled) students will receive a refund of tuition and fees for the course and will be allowed to re-enter the program and re-enroll as soon as the class is offered again. Students must communicate with the course instructor before leaving on active duty and should consult with each instructor to develop a plan for making up missed tests or coursework.

## ACADEMIC REGULATIONS

### Class Schedule

Pitt Community College offers curriculum classes between the hours of 8:00 a.m. and 10:00 p.m. Monday - Friday. Weekend classes are also available on Saturday between the hours of 8:00 a.m. and 5:00 p.m.

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

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

### Evening and Weekend College

The intent of Evening and Weekend College is to offer an array of courses that provide an alternative for people who work or have other commitments during the week. This includes working adults, traditional college students or anyone who may have other obligations during traditional class times.

Evening and Weekend College provides flexibility and convenience by offering a variety of courses and teaching methods so that students can work toward associate degrees, obtain certificates, update or gain new skills, prepare to transfer to a four-year school or just pursue personal interests. Classes are offered in multiple formats including traditional sixteen-week semesters, as well as shorter terms, allowing more classes to be taken during the semester.

Evening and Weekend College is just one way that Pitt Community College provides individuals with additional learning opportunities to help meet the needs of the growing student population. For more information, please contact Evening and Weekend coordinator at (252) 493-7830.

### Off-Campus Programs

Pitt Community College offers classes not only on the main PCC campus, but at other off-campus sites as well. The mission of the Office of Off-Campus Programs is to extend the educational programming and services of Pitt Community College to all areas of Pitt County.

These classes are for degree seeking students, those who just want to earn college credit, individuals wanting to improve their job prospects or students wanting to learn something new and fun. A variety of continuing education programming is offered to enhance career related skills, promote personal enrichment, assist business owners, and improve employment prospects. For individuals in transition, classes are available to prepare students to successfully complete their High School Equivalency (HSE) degree as well as English Language Acquisition (ELA). For inquiries regarding HSE and ELA, please contact the Transitional Studies Instructional Coordinator for Off-Campus classes at (252) 493-7377. These services are currently offered at the Bernstein Center (located in northern Pitt County) and the Farmville Center (located in the town of Farmville) as well as other community locations. We are continuously identifying and assessing needs of other communities in Pitt County and work with various PCC

departments and divisions to offer instruction, services, and resources as needed.

For additional information, please contact

Cynthia Green, Administrative Assistant  
Farmville Center  
252-753-0010  
[cgreen@email.pittcc.edu](mailto:cgreen@email.pittcc.edu)

Cheryl Williams, Administrative Assistant  
Main Campus  
252-493-7830  
[cwilliams@email.pittcc.edu](mailto:cwilliams@email.pittcc.edu)

Reginald Baker, Coordinator  
Off-Campus Programs  
252-493-7345  
[rbaker@email.pittcc.edu](mailto:rbaker@email.pittcc.edu)

Dr. Kristin Braswell, Dean  
Off-Campus Programs, including Evening and Weekend  
252-493-7260  
[kbraswell@email.pittcc.edu](mailto:kbraswell@email.pittcc.edu)

### Registration

#### Prior to Class Registration

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

After you have reviewed the degree requirements and suggested course sequence for your program, you should meet with your Academic Advisor to develop a Student Educational Plan (SEP). If you have attended another college, be sure that you have requested an official transcript be sent to the Registrar's Office at PCC so that you may receive credit for coursework already completed. The name of your advisor was mailed to you. Your advisor's information is also listed in your myPittCC account, in the "PCC Services" area. Once you have met with your advisor to discuss your course schedule, you are ready to register.

#### How to Register

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

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

- Log in to your myPittCC account.(see previous page)
- Click on the WebAdvisor for Students under PCC Services link.
- Choose "Academic Planning", then "Student Planning", and then click "Plan your Degree & Register for Classes."

##### 2. Walk-In Registration

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

## When to Register

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

It is to your advantage to register for classes as soon as registration opens for a term. During the first 5 days of each registration period currently enrolled students may register for classes **with an approved SEP**. Creating your schedule early means a greater likelihood that you will be able to register for your first-choice classes. It also means avoiding the potentially long lines that can appear later on in the registration cycle.

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

## Waitlist Courses

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

Here are some important things to know about Waitlisting:

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

## Schedule Purges

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

## Auditing Courses

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

Students who wish to audit courses must complete a Declaration of Audit Status form and submit the form to the Admissions and Records Office before the end of the drop/add period. An audit cannot be changed to credit, nor credit to audit, after the deadline for adding courses. Audited courses are not included for financial aid or veteran's benefits. Some courses cannot be audited, and some may have special requirements. Contact the appropriate academic department chair or dean for more information. Fees for audited courses are the same as for regular students.

**AN AUDIT CANNOT BE CHANGED TO CREDIT NOR CREDIT TO AUDIT AFTER THE DEADLINE FOR ADDING COURSES. FINANCIAL AID RECIPIENTS WILL NOT RECEIVE PAYMENT FOR AUDITING A COURSE.**

## Special Provision for Senior Citizens Auditing Courses

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

## Registration for English and Math Transition Courses

If students, as a result of admissions placement, are found to be deficient in Math or English they will be required to take the appropriate Math or English transitions course. Student who have a high school GPA below 1.5 are required to take the English and Math transition course through our Career College Readiness program. Students requiring the transition course must also take ACA 090 – Study Skills.

Transition courses do not meet elective or graduation requirements.

## English and Math Transitions Course Procedure

DMA 010, 020, 030, 040, 050, 060, 070 and 080 have been replaced by MAT-003 or BSP-4003. DRE 096, 097, and 098 have been replaced by ENG-002 or BSP-4002. Based on High School GPA, high school equivalency scores, SAT/ACT, or the RISE assessment test students will place into the transition courses required by the curriculum math course in their program of study and by ENG 111. Students who exceed the allowed number of absences will receive an "R" (re-enroll) grade for the course.

Students must achieve an 80% mastery of competencies for each tier for the Math and English transition courses in order to progress in the course. Students who successfully achieve this mastery in ENG-002 or BSP-4002 Tier 1 will receive a "P1" (pass) grade, in ENG-002 or BSP-4002 Tier 2 will receive a "P2" (pass) grade. Students who successfully achieve this mastery in MAT-003 or BSP-4003 Tier 1 will receive a "P1" (pass) grade, in MAT-003 or BSP-4003 Tier 2 will receive a "P2" (pass) grade, and in MAT-003 or BSP-4003 Tier 3 will receive a "P3" (pass) grade. Students who do not achieve this mastery will receive an "R" (re-enroll) grade. "R" grades do not affect the cumulative GPA.

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

## College Student Success Course Requirement (ACA 111 or ACA 122)

All new full-time students must enroll in either ACA 111 (College Student Success) or ACA 122 (College Transfer Success) within their first twelve credit hours. All full-time students must enroll in and successfully complete ACA 111 or ACA 122.

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

### Schedule Changes (Drop/Add Period)

In some instances, it is necessary for students to make adjustments in their schedules. Students may make schedule changes via the web up until the first day of classes. Students may also make schedule changes during Late Registration. During Late Registration, students should see their advisors to add or drop classes. Schedule changes during the drop/add period must be processed through the Admissions and Records Office.

### Course Load

Full-time curricular students must take a minimum of 12 credit hours. Normally students take 15 to 18 hours. Students registering for more than 20 credit hours must have a cumulative grade point average of 2.0 or above or permission of the department chair.

Students who are employed more than 15 hours a week should reduce their class load accordingly. Beginning students who have full-time employment should limit class loads to 9 to 12 credit hours until they have demonstrated the ability to carry a heavier schedule. Students enrolled in the English and Math transition courses through our Career College Readiness (CCR) program in the same semester can enroll up to 6 credit hours for curriculum courses. Students can enroll up to 9 credits hours for curriculum courses if only enrolled in one transition course per semester (either only English or either only Math) through our CCR program.

### Course Substitution

Approval to substitute an appropriate course for a course listed on the plan of study may be given, however, the substituted course must academically parallel or enhance the program objectives and students must still obtain the skills and knowledge they need for employment or transfer.

- Advisors should complete the Course Substitution Form, which will route to appropriate department chair/director and dean for approval.
- Total credit hours in each category on the plan of study must be satisfied.
- Per North Carolina Community College System policy, classes listed as major hours on the program of study may not be substituted unless the substituted class is listed as part of a core class picklist on the state approved curriculum standard.
- Substitutions are not allowed for classes that are state mandated prerequisites.
- ACA 122 cannot be waived or substituted without the

permission of the Chief Academic Officer.

- Student must have earned a grade of “C” or better in substituted course.

### Late Entry

The late entry date is the census date, usually the 10<sup>th</sup> day of the 16-Week term. Students who have registered and paid may enter a class for the first time up to the late entry date. After the late entry date, students cannot enter without permission of the dean and will be dropped from the class by the instructor. Students who fail to enter and are dropped by the instructor will receive a refund for that class. The Dean’s criteria shall be whether the missed classes can be reasonably made up without loss of instructional quality.

Individual departments may develop a stricter policy if dictated by the nature of the course (example: clinical experiences). For classes beginning at times other than the first week (seven calendar days) of the semester, the late entry date shall be the census date of the class.

### Attendance

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

1. Any student absent five consecutive class hours may be withdrawn. This will result in the student’s name being removed from the class roster (see 4 below). A grade of “OW” (official withdrawal) will appear on the official transcript if the withdrawal occurs prior up until the 60% point of the course. A grade of “F” will appear on the official transcript if the withdrawal occurs after the 60% point of the course.
2. A student may be reinstated into the class after being unofficially withdrawn if deemed appropriate by the class instructor. The instructor must notify the Admissions and Records Office in writing that the student has been reinstated.
3. Students may be withdrawn when their absences from class begin to affect the quality of their work or their grades as determined by the class instructor.
4. An instructor may choose not to withdraw a student if the student maintains regular, constructive communication with the instructor during an extended series of absences.
5. Distance Education students must adhere to the attendance/contact policy stated in course syllabi.

Students who choose to participate in school-related activities such as SGA and sports must adhere to the attendance policy. The student is responsible for work missed due to school-related activities. In such cases, instructors will wherever possible, work with the students involved to allow them to participate in the prearranged school activities, provided the student is in good academic standing for the course being missed (i.e., minimum “C” average).

When defining individual course attendance policies, instructors must take into consideration granted accommodations regarding class attendance and class transition for students registered with the Office of Accessibility Services.



This policy represents the minimum requirements for attendance. The instructor, subject to approval by the appropriate curriculum dean, may add the other guidelines/policies based on the nature of the course.

### Religious Observances Policy for Students

The Pitt Community College Board of Trustees directs that each student may have an excused absence for one day during each academic term (Fall, Spring, and Summer) during an academic year for religious observances required by the faith of that student. A day is defined as one calendar day and would cover all classes held on the date specified. A student wishing to have such excused absences must submit a written request to each faculty member affected. The request need only state the date the student intends to be absent and that it is a request for a religious observance. Such requests must be submitted to faculty during the first week of class for regularly scheduled classes. Students in Clinical or Work Based Learning or Internship Assignments must submit such a request prior to the start of the assignment. The faculty will sign the requests, note the date on the attendance roster for those students, and forward signed requests to the appropriate dean. Deans will keep the requests on file per state rules for retention of records. Students will be allowed to make up work missed during an absence for religious observance if the request was submitted per this policy.

### Withdrawal from Classes

#### Withdrawal Deadline

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

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

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

#### Exceptions for Withdrawal

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

1. Medical/Psychological
2. Legal
3. Safety Concerns
4. Military Obligations (See section regarding "Criteria for Appeals")

### Appeals for Official Withdrawals

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

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

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

#### Criteria for Appeals

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

#### Limit on Number of Withdrawals

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

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

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

**Eligible for Official Withdrawal** must do one of the following:

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

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

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

#### **Veterans Note:**

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

### **Alternative Credit**

#### **Credit by Examination**

A student who evidences prior proficiency for a course due to previous work or educational experience may apply for credit by examination.

Students must apply for approval to take the examination from the department chair for that course, using the Permit for Credit by Examination form. If approved, the department chair will arrange for the student to take an appropriate test.

Scheduling for these examinations is at the discretion of the department chair. No student may take an examination for credit without presenting the properly executed Permit for Credit by Examination.

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

CREDIT BY EXAMINATION CANNOT BE INCLUDED IN THE 25% RESIDENCY REQUIREMENTS (SEE TRANSFER CREDIT.) STUDENTS CANNOT USE FINANCIAL AID TO PAY FOR CREDIT BY EXAM AND CREDIT HOURS EARNED DO NOT COUNT TOWARDS STUDENT LOAD FOR FINANCIAL AID PURPOSES. THE STUDENT'S ACADEMIC RECORD REFLECTS ALL GRADES

RECEIVED OTHER THAN "F." CREDIT EARNED FROM CREDIT BY EXAMINATION COUNTS TOWARDS THE 28 CREDIT HOUR PER SEMESTER MAXIMUM.

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

1. Contact the department chair for approval of the course. If approved, the department chair will issue the Permit for Credit by Examination form.
2. Contact and have a representative from the Registrar's Office sign the permit.
3. Pay additional nonrefundable tuition, if applicable.
4. Present completed permit to the department chair who will arrange for the administration of the exam.

The department chair reports the results of the examination to the Registrar's Office within two weeks of the date of approval of the permit by that office. Credit hours will count toward graduation; these will be computed in grade point average as grades and quality points will be recorded.

#### **Transfer Credit**

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

Transcripts for all students enrolled in a curricular program will have automatic evaluation. Transcripts of course work completed at a college or university located outside of the United States must include (1) a certified English translation and (2) course descriptions for transfer credit (if needed).

Legal specialty courses taken at colleges outside of North Carolina must meet the quality standards set forth by the American Bar Association to be eligible for transfer. Courses taken at a regionally accredited institution in which the student earned a minimum grade of "C" was earned and a comparable course is offered at Pitt Community College may be accepted in transfer if appropriate to the student's program of study. Science and Information Technology course credit may expire after a certain amount of time due to rapid changes in those fields.

All transfer students must complete at least 25% of the credit hours required for a degree, diploma, or certificate at Pitt Community College. Within the 25%, at least twelve (12) semester hours must be major course work (departmental prefix designation) for a degree or diploma. Credit by examination cannot be included in the 25% residency requirements.

Students may only receive transfer credit for work experience is through the organized and supervised work-based learning program. Previous work experience outside of the supervision of the college is ineligible for academic; however, a student may challenge relevant courses by examination. (See Credit by Examination)

#### **COVID-19 Impact**

Due to the impact of COVID-19, many colleges and universities adopted alternative grading policies including Pass/Fail (P/F) or Satisfactory/Unsatisfactory (S/U) grading options. In order to ensure equitable standards while maintaining compliance with traditional standards of academic integrity, Pitt Community College (PCC) will accept P and S grades as transfer credit (TE) for comparable courses offered at PCC, inclusive only for

dates/months impacted by COVID-19. This transfer credit only applies to PCC courses, and PCC cannot guarantee that other colleges and universities will accept P and/or S grades as transfer credit.

### **Student Appeals Process for Coursework Done at Unaccredited Institutions**

Coursework done at institutions that are not regionally accredited does not receive automatic transcript evaluation. The student may appeal directly to the Chairperson of the department under which the transfer coursework falls to ask for an evaluation. If the Chairperson decides to award credit, he or she must notify the Registrar's Office in writing, who will then post the appropriate credit to the student's record. It is the student's responsibility to contact the department directly and to provide all the documentation necessary to complete the evaluation. Any final decision regarding the acceptance of credits from unaccredited institutions is subject to approval by the Vice President of Academic Affairs and Student Development Services.

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

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

All students receiving transfer credit for traditional and/or non-traditional learning must complete at least 25% of the credit hours required for a degree, diploma, or certificate at Pitt Community College. Within the 25%, at least twelve (12) semester hours must be major course work (departmental prefix designation) for a degree or diploma. Credit by examination cannot be included in the 25% residency requirements.

### **Advanced Placement Examinations/CLEP**

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

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

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

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

Evaluation of military educational experiences uses the ACE (American Council on Education) Guide to the Evaluation of Educational Experiences in the Armed Services. Credit must be applicable to the student's current degree or diploma requirements. Only hours earned are awarded. No credit awarded for non-accredited coursework not evaluated by ACE.

### **Experiential Learning**

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

### **Articulated Credit for High School Students**

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

Credit hours will count toward graduation; however, the grade does not compute into the grade point average and receives no quality points.

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

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

### **Eligibility**

Students who have completed at least two (2) semesters in a program that offers work-based learning/internship are eligible to participate if they meet the following requirements:

1. Students must be enrolled in a degree-granting program of study with Work-Based Learning/Internship as a requirement for graduation.
2. Students must have a 2.0 GPA in their program of study.
3. Students must complete 9 semester hours in their program with 3 semester hours in the core.
4. Students must plan to graduate from Pitt Community College.

*Eligibility requirements do not apply to certificate/diploma programs.*

### **Enrollment Procedure**

Students interested in the Work-Based Learning/Internship Program should follow the procedure outlined below:

1. Students should make an appointment with their advisor prior to registration to discuss job placement.
2. Students should register for the appropriate Work-Based Learning/Internship course and section number.
3. Students should complete a Work-Based Learning/Internship Report Book.

### **Academic Credit**

1. Students can receive one (1) semester hour credit for 160 hours of work experience or two (2) semester hour credits for 320 hours of work experience. Grades given by the Faculty Advisor reflect reports and evaluations submitted by the student and the employer.

2. A student may receive a maximum of two credit hours during any one semester. Each curriculum program specifies the maximum number of credit hours allowed toward degree or diploma requirements.
  3. Credits earned with the approval of the appropriate dean substitute for required or elective courses within the curriculum guidelines.
- Students interested in the Work-Based Learning/Internship Program should contact their Faculty Advisors.

### Distance Learning

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

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

#### Online Degrees:

- Accounting and Finance: Accounting
- Accounting and Finance: Financial Services
- Business Administration: General BA
- BA: Human Resources Management
- BA: Marketing
- Criminal Justice Technology
- Early Childhood Education (Birth-Kindergarten) \*
- Early Childhood Education (Career Track) \*
- Early Childhood Education (Non-Teaching) \*
- Emergency Medical Science – Bridge\*
- Health Information Technology\*
- Healthcare Management Technology (HMT): General
- HMT: Healthcare Entrepreneurship
- HMT: Long-Term Care
- Industrial Management Technology (IMT)
- Information Technology (IT)
- IT: Computer Programming and Development
- IT: Web Administration and Design
- Medical Office Administration (MOA): General
- MOA: Medical Auditor
- MOA: Medical Billing and Coding
- MOA: Patient Services Representative
- Nuclear Medicine Technology\*
- Office Administration (OA): General
- OA: Legal Office
- OA: Office Finance
- Polysomnography Bridge

#### Online Diplomas:

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

#### Online Certificates:

- Accounting: Basic Accounting
- Accounting and Finance: Basic Financial Services
- Accounting and Finance: Managerial/Small Bus. Acct
- Advertising and Graphic Design
- Breast Sonography\*
- BA: Business Supervisor
- BA: Human Resources Management
- BA: Management Applications and Principles
- BA: Marketing
- BA: Payroll & Benefit Specialist
- Computed Tomography (CT)\*
- Early Childhood Education (ECE)
- ECE: Administration
- ECE: Infant and Toddler
- ECE: School Age
- ECE: Special Education
- Healthcare Management Technology (HMT)
- HMT: Long-Term Care
- Human Services Technology Gerontology: Aging Studies
- IMT: Bio-Management Practices
- IMT: Principles of Lean Manufacturing
- IT: Java Programming
- IT: Web Design
- Magnetic Resonance Imaging (MRI)\*
- Mammography\*
- MOA: Medical Receptionist
- MOA: Patient Services Representative
- Office Administrative: Data Entry Certificate
- OA: Legal
- OA: Office Finance
- OA: Office Software
- Positron Emission Tomography

## State Authorization of Distance Learning

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

Please note that state authorization does not affect the cost of attending college at PCC. Tuition requirements, including those for out-of-state students, still apply. Authorization has currently been received to operate within or authorization is not required in the following states and U.S. Territories:

- |                         |                 |                       |
|-------------------------|-----------------|-----------------------|
| ♦ Alabama               | ♦ Louisiana     | ♦ Oregon              |
| ♦ Alaska                | ♦ Maine         | ♦ Pennsylvania        |
| ♦ Arizona               | ♦ Maryland      | ♦ Puerto Rico         |
| ♦ Arkansas              | ♦ Massachusetts | ♦ Rhode Island        |
| ♦ California*           | ♦ Michigan      | ♦ South Carolina      |
| ♦ Colorado*             | ♦ Minnesota     | ♦ South Dakota        |
| ♦ Connecticut           | ♦ Mississippi   | ♦ Tennessee           |
| ♦ Delaware              | ♦ Missouri      | ♦ Texas               |
| ♦ District of Columbia* | ♦ Montana       | ♦ U.S. Virgin Islands |
| ♦ Florida               | ♦ Nebraska      | ♦ Utah                |
| ♦ Georgia               | ♦ Nevada        | ♦ Vermont             |
| ♦ Hawaii                | ♦ New Hampshire | ♦ Virginia            |
| ♦ Idaho                 | ♦ New Jersey    | ♦ Washington          |
| ♦ Illinois              | ♦ New Mexico    | ♦ West Virginia       |
| ♦ Indiana               | ♦ New York      | ♦ Wisconsin*          |
| ♦ Iowa                  | ♦ North Dakota  | ♦ Wyoming             |
| ♦ Kansas                | ♦ Ohio          |                       |
| ♦ Kentucky              | ♦ Oklahoma      |                       |

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

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

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

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

Susan Howard Whitehurst

Administrative Assistant II to the Assistant Vice President of Curriculum and Instruction

Phone: 252-493-7224

Email: [shwhitehurst@email.pittcc.edu](mailto:shwhitehurst@email.pittcc.edu)

## Grading Information

### Grade Point Average (GPA)

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

The major grade point average calculation uses the required courses for the student's current major, including only the highest grade earned on each course (See Graduation Requirements, pg. 47). Transfer courses are not included in the GPA calculation.

### Dean's List and Honor Roll

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

The Dean's List and Honor Roll, prepared by the Admissions and Records Office, is published on the Student Recognitions page of our website, sent to the Office of Institutional Advancement and e-mailed to local or area newspapers of the students qualifying for either (based upon the student's address of record).

Please Note: *The Daily Reflector does not publish these lists.*

A student with an "Incomplete" grade is not eligible for the Dean's List or Honor Roll in the semester the "Incomplete" is received.

### Grading System

The following grading system is used by Pitt Community College effective Fall Semester 1998. Prior to this date, the College used a seven-point grading system. Some curricula require a course grade of C in order to progress to the next course or term. Specific grading policies and procedures, including numerical scales, will be stated in each course syllabus.

Letter Grade	Numerical Equivalent	Quality Points Per Semester Hour
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60-Failing	0
OW*	Official Withdrawal	0
I*	Incomplete	0
AU*	Audit	0
T*	Transfer Credit	0
P	Pass***	4
P1	Pass Tier 1***	4
P2	Pass Tier 2***	4
P3	Pass Tier 3***	4
AP*	PCC Advanced Placement	0
S*	Satisfactory	0
U*	Unsatisfactory	0
NG*	No Grade Submitted by Instructor	0
IP*	In Progress**	0
R*	Re-Enroll***	0

\*Not included in computing grade point average.

\*\*An "In Progress" or Re-enroll grade is given in transitions courses when progress has been made but required objectives for the course have not been met. It is given in lieu of a D or F grade and has a neutral effect on the student's GPA. "IP" and "R" grades remain on the transcript. However, in accordance with PCC's Forgiveness Policy, only the highest grade earned for the course will be included in the cumulative grade point average (cumulative GPA).

\*\*\*The "P1", "P2", "P3", "IP" and "R" grades are used in transitions math and transitions English and reading courses. "P" indicates an 80% mastery of the course content. When the student's mastery of course content is less than 80%, the student receives and the "R" grade. "R", "IP" grades have a neutral effect on the student's GPA. Students receiving an "R" grade in a prerequisite course must reenroll in that course and may not proceed to the sequential course until achieving 80% mastery of course content.

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

### Access to Final Grades

Once an instructor has submitted grades and the Admissions and Records Office has verified them, students may access their official final grades online by logging in to their myPittCC account. Students may also request an official transcript from the Admissions and Records Office.

### Incomplete

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

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

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

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

The following exceptions to this policy apply:

- To remove an "IP" grade in ACA 090 or BIO 094, a student must reenroll in the course.
- Health sciences students should refer to their program handbook for details.

The procedure for assignment of an “I” grade follows:

1. The student must confer with the instructor and request the “I” grade on or before the last class day of the semester. The student must provide the instructor with documentation of particular circumstances necessitating the “I” grade.
2. If the circumstances are considered legitimate, the instructor completes the request for an “I” grade, including written instructions specifying the work to be completed and the completion deadline, and submits the request to the appropriate department chair or director.
3. If the chair or director approves the request, the instructor and student are notified.
4. Once the student completes the work, the instructor then submits a Change of Grade form to the Registrar via the chair. The Change of Grade form must be completed by the 8-week point of the academic term immediately following the term when the “I” grade was issued.
5. Incompletes not finalized within the appropriate time frame will convert to an “F.”

### Spring Semester 2020 Grading Procedures:

Pitt Community College continues to monitor the spread of the coronavirus, COVID-19, and the challenges it presents to us as a campus and a community. We understand these changes may have caused some extreme challenges for our students as it relates to online learning, bringing uncertainty and anxiety for those who desire to finish the spring semester.

Due to this major impact on our students, we are implementing a grading modification for our Spring 2020 final grades.

### Spring 2020 Final Grading for Pitt Community College:

\*There are no longer any deadlines to request to officially withdraw from spring classes. Students, in consultation with their instructors, may decide to officially withdraw up until the last day of class (Tuesday, May 5th, 2020). The instructor will issue the official withdrawal with the assigned grade of (WE) at the time final grades are due for Spring 2020.

\*All courses will be graded with a grading scale of A, B, C, D, IE (Incomplete Emergency), or WE (Official Withdrawal Emergency) as directed by the North Carolina System Office. Exception: D grades will not be an option for some courses and programs. Please speak with your program advisor for details.

\*No failing (F) grades will be issued for Spring 2020. If it is determined the student has earned a Failing (F) grade by the end of the semester, the instructor will issue an Official Withdrawal Emergency (WE) and last date of attendance at the time final grades are due.

\*In consultation with their instructor, a student can elect an Incomplete Emergency (IE) grade instead of the final grade they have earned. The instructor will issue the Incomplete Emergency (IE) grade at the time final grades are due for Spring 2020.

\*Students who elect an Incomplete Emergency (IE) grade will have until December 30, 2020, to complete the work for the given class. Any incomplete work not satisfied by December 30th, 2020, will automatically result in a (WE) grade. A limited

number of programs/courses may have a different completion date for (I) grades. Instructors should communicate this date with students before issuing the (I) grade.

\*The deadline for final grades for Spring 2020 is Wednesday, May 6, at 5:00 p.m. Student records will reflect final grades in Colleague Self Service and on official transcripts by 8:00 a.m. Monday, May 11, 2020.

\*Given this grading change for Spring 2020, Honor Roll and Dean’s List will not be notated on student transcripts this semester.

\*Students with questions about how final grades will impact their Financial Aid eligibility should email [pccfa@email.pittcc.edu](mailto:pccfa@email.pittcc.edu).

We hope these grading modifications will help ease some uncertainty and anxiety you have faced this semester. PCC remains dedicated to seeing you succeed, and we are working hard to help you complete your educational goals through the best (and safest) means possible.

We would like to thank you for your extraordinary efforts during this unprecedented time and would like to assure you once again that our campus and our community will get through these challenges.

### Academic Progress

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

### Standards of Academic Progress Scale

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

Scale for Associate Degree Programs	
Hours toward Degree	GPA
0-10	1.00
11-20	1.25
21-30	1.50
31-40	1.75
41-50	1.90
51 and above	2.00

Scale for Diploma and Certificate Programs	
Hours toward Degree	GPA
0-9	1.00
10-18	1.35
19-27	1.75
28 and above	2.00

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

Grades are available to students at the end of each semester via the web. The cumulative hours earned on the grade report includes credit hours transferred from other colleges and previous coursework taken at Pitt Community College.

### **Forgiveness Policy**

Students may have retaken courses to improve their performance or may have earned low grades in courses that are not required in the current major. Pitt Community College grants a unilateral forgiveness policy that automatically applies to all students: only the highest grade earned for each course and only those courses required for graduation in the selected major will be included in the major grade point average (major GPA) and total semester hours of credit toward graduation.

Highest grade earned must be for the same course. Course substitutions cannot be applied to the forgiveness policy. Transfer work from another institution cannot replace a grade earned for a course taken at PCC.

The permanent academic transcript reflects all courses attempted and all grades earned. The cumulative grade point average (cumulative GPA) includes the highest grade earned for each course.

### **Privacy of Educational Records (FERPA)**

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

Within the College, only those individuals acting to facilitate the student's educational pursuits shall have access to a student's educational records. This includes instructors, advisors, department chairs, deans, Student Development Services personnel, and other staff and faculty with an educational responsibility to the student. The College will not release educational records to individuals or agencies not associated with the College without the prior written consent of the student with the exception of those situations exempted by statute in the Act.

Each student has the right to inspect and review the educational records maintained by the College that are directly related to that student. Educational records include admission documents, registration documents, grades, and other supporting documents which are maintained in the student's permanent academic file in the Admissions and Records Office. Educational records also include tests, assignments, and grade calculations maintained by faculty in departmental files. A student does not have the right to inspect documents containing educational information related to other students.

Requests to inspect and review educational records shall be made by the student in writing to the Admissions and Records Office. The College will comply with such requests within a reasonable time period not to exceed forty-five days after the written request

is made. Requests by students to challenge the contents of educational records must be made in writing to the Admissions and Records Office.

Directory information (student's name, address, e-mail address, telephone, date of birth, major, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational institute attended) may, at the discretion of the College, be released without written consent of the student in accordance with the provisions of the Act. A student may prevent disclosure of directory information by notifying the Admissions and Records Office in writing. Requests for non-disclosure must be filed annually.

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

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

All official documents, such as transcripts from other colleges, become the property of PCC and cannot be returned or reissued. A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation by the school to comply with the requirements of FERPA. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained from the Admissions and Records Office or the Library.

### **Transcripts**

Official transcripts bear the College seal and the Registrar's signature. If you are forwarding them to another party (e.g. another college or university, potential employer, etc.) that requires official transcript, you should not open the envelope.

Pitt Community College cannot provide you with copies of transcripts from other schools you have attended. If you need such transcripts, please contact those schools directly.

If you are currently enrolled and your request is marked "hold for final grades" or "hold for degree," we will hold your request until grades or degree are posted, or until you notify us otherwise. The fee for transcripts, whether ordered online, by mail, or in person is \$5.00 per copy.

Pitt Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web. Transcripts requests via this service are available 24 hours a day, seven days a week. Online transcript requests submitted on weekends or while the College is closed for holidays will be



processed in the order received when the College reopens. You can order transcripts using any major credit card. The charge to your card processes after your order is completed.

You must clear all financial obligations to the college before the release of any transcripts. PCC is not responsible when the student fails to notify the institution of an address change.

For further information, contact the Admissions and Records Office at (252) 493-7232.

### **Verification of Enrollment**

Students may request verification of their enrollment at the College through the Admissions and Records Office. PCC verification requests for the current semester after the census date for that semester. PCC makes available student enrollment verification to financial aid lenders through the National Student Loan Clearinghouse (NSLC). Initial reporting to the NSLC processes after the census date for the semester. A student may prevent disclosure of enrollment information by notifying the Admissions and Records Office in writing. Student must file requests for non-disclosure must be filed annually.

### **Transfer to Other Institutions**

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

## Changes in Regulations

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

## Change in Major Course of Study

Students desiring to change major courses of study should receive academic counseling. The department chair for the new program must sign the request for the change of curriculum; once signed, please return to the Admissions and Records Office for official change.

Students who plan to graduate should not request a change of curriculum until completing all required courses in their current curriculum (although they may take courses outside the current curriculum prior to its completion). This will enable the Admissions and Records Office to evaluate all transcripts for credit under the correct catalog of record. Please refer to **Transfer Credit** and **Catalog of Record**.

Students who plan to continue at PCC after completing the program of study must complete a Change of Program declaring a new program of study.

Students who plan to pursue two curriculums simultaneously may do so by completing a request for double major with the Admissions and Records Office.

## General Education Requirements

Pitt Community College defines general education as the measurable knowledge, intellectual concepts, and attitudes that serve as the foundation for success within all programs of study and throughout life. Graduates who complete degree programs are required to master two core general education competencies, which the college measures using a rubric-based assessment model. Results of our annual assessment are analyzed so that they may be used to strengthen and improve student learning outcomes in:

- Effective communication
- Critical thinking

## Student Classifications

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

## Graduation Requirements

Upon recommendation of the faculty and the approval of the board of trustees, PCC awards appropriate degrees, diplomas, or certificates to students successfully completing the requirements of their enrolled curricula.

All students must:

1. Complete course requirements as prescribed in the catalog of record of the candidate for graduation (see Catalog of Record).
2. Earn a minimum of 2.0 grade point average ("C" average) in the required courses for the curriculum for which they are applying for graduation. \*
3. Clear all financial obligations to the College.
4. Complete at least 25% of credit hours required for the degree, diploma, or certificate at the College; of which 12 semester hours must be major course work with appropriate departmental prefix designation for a degree or diploma (see Transfer Credit).
5. Apply for graduation with by the posted deadline.

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

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

Students should meet with their advisors and complete their graduation checklists prior to registering for the candidates' last semester of attendance.

Students must apply for graduation by the dates published on our website in order to graduate at the end of their last semester. Students are eligible to graduate with honors if their major GPA is 3.50 the semester prior to graduation in the curriculum from which they are graduating.

Upon recommendation of the Senior Director of Student Advocacy and/or Assistant Vice President of Student Support and the approval of the College President, specific graduation requirements may be waived.

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

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

## Summer Graduates Participating in Spring Ceremonies

Students scheduled to graduate at the end of summer semester may request to participate in the spring graduation ceremony.

Students desiring to participate during the spring graduation ceremony must:

1. Make an appointment with their advisors to discuss their graduation readiness.
2. Apply for graduation.
3. Be within 12 hours of graduation or have approval from the dean.
4. Register and pay for ALL classes needed to graduate in August by the published payment deadline.
5. Pass all courses taken in the spring.
6. Pay fees for graduation.

Summer graduates participating in the spring graduation ceremony will be eligible to receive an honor cord for the spring graduation ceremony if their major GPA is 3.5 the semester prior to the ceremony.

In addition:

1. All requests for summer graduates to participate in the spring graduation ceremony are due at the same time requests for spring graduation are due.
2. There will be no refunds of graduation fees if the student does not graduate.

### **Attendance after Graduation**

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

### **Catalog of Record**

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

### **Repetition of Course Work**

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

Any course repeated will be recorded on the academic transcript. Only the highest grade calculates in the cumulative grade point average, the major grade point average, and the total semester hours of credit toward graduation.

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

Because of the nature of the coursework, Health Sciences students may be required to repeat a course to demonstrate proficiency of skills.

Because of rapidly changing technology, many courses currently offered are significantly different from courses offered in previous semesters. Therefore, at the discretion of the advisor, and with final approval by the department chair, a student returning to school after an absence of three years or more may be required to repeat a course or demonstrate competency in that course before receiving a degree, diploma, or certificate in a particular curriculum.

All curriculum students may be required to obtain approval of the advisor to repeat a course more than two times. The student must justify the need for further course repetition.

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

## **ADVISING SYSTEM**

### **Student Education Plans (SEPs)**

Students who have declared a program of study are required to meet with their advisor to complete and get an approved SEP. Students are only allowed to register from an approved SEP. This plan will ensure that all students are meeting their planned academic goals in a timely manner.

Students who wish to modify an existing SEP, should contact their assigned Academic Advisor for assistance.

### **Academic Advising**

Students who have a declared program of study are assigned to a Faculty Advisors or Student Success Advisors (first-year advisors) to guide them in creating and meeting their academic goals. New PCC students who have less than 12 transferable credit hours, are assigned to a Student Success Advisor until they complete two major semesters at PCC. After new students complete two semesters at PCC, they will be assigned to a Faculty Advisor.

### **Academic Advising Policy Exemptions**

- Graduates of the PCC Career and College Promise (CCP) will be assigned to a Student Success Advisor, regardless of transferable credit hours earned. After completion of two

major semesters at PCC, CCP students will be assigned to a Faculty Advisor.

- Students enrolled in the PCC VISIONS Program will be assigned to the VISIONS Program Director or VISIONS College Coordinator. After completion of two semesters at PCC, VISIONS students will be assigned to a Faculty Advisor.
- Students who have been identified as part of the Farmville cohort, will be assigned to the Director of Career and College Promise and Off-Campus Programs, who will serve as their Academic Advisor.

### **Advisor/Student Responsibilities**

Student Success Advisors and Faculty Advisors will help students select courses, answer questions about their program of study, set academic goals, create a SEP, and ensure they are ready for registration.

A detailed list of advisor and student responsibilities are listed below:

#### Advisor Responsibilities:

- Meet with each advisee to help them develop a unique SEP that will help them progress toward the professional goals they have identified.

- Maintain contact and assist continuing students with adhering to their SEP, meeting curriculum requirements, and fulfilling their academic and professional goals.
- Assist advisees with understanding college policies and procedures.
- Prepare advisees for graduation through the completion of a graduation audit and guidance in making career-oriented decisions.
- Act as the advisee's representative when needed and provide direction for additional campus resources.
- Post office hours, showing when available for consultation with advisee's and students.

#### Student Advisee Responsibilities:

- Contact their advisor each semester before registering for classes, so the advisor can evaluate academic progress, review their SEP, confirm program requirements are being met, and graduation is in a timely manner.
- Meet with their advisor the semester before program completion/graduation in order to have a graduation audit completed.
- Maintain regular class attendance and a strong GPA, seeking guidance from their advisor when additional campus resources are necessary.

For more information on academic advising, please contact the Office of Admissions & Advising at 252-493-7578.

## FINANCIAL AID

The goal of Pitt Community College's Financial Aid Office is to assist students having financial need. This assistance may come in the form of grants, scholarships, student or parent loans (which need to be paid back) and/or work opportunities. Eligible students will receive a financial aid package award consisting of one or more of these types of assistance, based on their financial need. In most cases, the package tries to meet most or all of the student's "unmet need". These packages are subject to the availability of funds.

Need is determined by evaluating the information provided on a Free Application for Student Aid (FAFSA) application. Factors such as income, assets, and benefits are considerations in determining the need for aid. The amount of the actual award is determined once the Financial Aid Office receives the Student Aid Report (SAR). This will be produced when the student submits the Free Application for Federal Student Aid (FAFSA). Students must apply online at [www.fafsa.gov](http://www.fafsa.gov).

To be eligible to receive financial aid, a student must enroll in an eligible curriculum leading to a degree or diploma. Students must also have a high school diploma from a high school recognized by the Department of Education or GED®, must maintain satisfactory academic progress, and may not owe a repayment on a grant nor be in default on an educational loan. Financial aid will only pay for courses that are required by the student's current major.

The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. We are located in the Craig F. Goess Student Center. For further information, contact the Financial Aid Office at (252) 493-7339.

### **Coordination of Institution-Wide Financial Aid Awards Policy**

All federal and state financial aid funds are awarded through the Financial Aid Office. All institutional, PCC Foundation, and externally funded scholarships are awarded by the Institutional Advancement Office. Institutional General scholarships are funded by the college's auxiliary enterprises. To apply for an institutional scholarship, all students must complete a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The awarding of all types of financial aid is coordinated by the Financial Aid Office.

### **Financial Aid Fraud and Forgery**

In the process of applying for financial aid, most students may be required to submit documents to the Financial Aid Office in order to complete their application. Please be aware that falsification and/or misrepresentation of information submitted or receiving financial assistance will result in the cancellation of future assistance and repayment of all prior assistance received under false pretense. Signing someone else's name and falsification of income information are examples of fraud and forgery. If you purposely give false or misleading information to receive federal financial aid, you may be fined \$20,000, sent to prison, or both.

### **Disbursement of Excess Financial Aid**

Disbursement of excess financial aid (aid remaining after tuition, fees, and bookstore charges) will be mailed to the student approximately four weeks after the term has begun. The Financial Aid disbursement schedule is online at [www.pittcc.edu/](http://www.pittcc.edu/) under the financial aid section. It is Pitt Community College's policy to have periods with no postings and/or disbursements to allow for extended registration and bookstore charging for late starting courses. These "blackout" dates are online located on the academic calendar. Class attendance verification is required prior to disbursement of funds. Students may not to pick up checks. Delivery of all checks are by mail, to the address on file in the Registrar's Office. PCC is not responsible if students fail to notify the institution of an address change.

### **Academic Requirements for Satisfactory Progress to Maintain Financial Assistance**

Federal regulations require Pitt Community College to define minimum standards of Standard Academic Progress (SAP), which students must meet in order to receive the Title IV funds. These include the Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Direct Loan, and funds from other federal or state administered programs. (See page 44 for PCC's Standards of Academic Progress Scale.)

The Financial Aid Office completes SAP checks for all students receiving federal or state financial aid and/or veteran's benefits at the end of each term. If any student is not making progress according to the SAP guidelines established for PCC students, he or she will be on warning for the next term. At the end of the

warning term, if the student is still not making SAP, their financial aid will terminate, and the student will need to file an appeal. The appeal will have to be approved in order to have their financial aid reinstated.

- All students placed on warning are encouraged to file an appeal in the event that the warning semester is not successful.
- Students can obtain the appeal form and instructions through the [www.pittcc.edu](http://www.pittcc.edu) website under the Financial Aid “Forms” section or by visiting the office in the Craig F. Goess Student Center. The forms must be submitted to the Financial Aid Office by the following deadlines:

Fall 2020 - July 24, 2020

Spring 2021 - December 4, 2020

Summer 2021 - April 30, 2021

### Financial Aid Warning

A student can be placed on financial aid warning for multiple reasons. If their cumulative grade point average falls below academic progress standards or if they are not meeting the minimum required pass rate. Students can also be placed on warning status if they fail to meet both of these standards. Students will be eligible to receive federal financial aid during their warning semester.

### Unsatisfactory Academic Progress

A student who does not achieve minimum academic progress standards for the second consecutive semester, will be considered unsatisfactory. Students in this status are not eligible to receive federal financial aid.

If after two (2) consecutive semesters Veteran students have failed to maintain SAP according to the academic progress policy as stated in the institutional catalog, VA educational benefits will terminate. Veteran students may continue to attend the institution but cannot receive VA educational benefits. When a veteran student’s GPA returns to satisfactory, they may resume receipt of benefits.

### Satisfactory Academic Progress (SAP)

PCC then considers the student is making SAP until placed on academic warning for the second consecutive semester; then, PCC considers the student is making unsatisfactory academic progress as of the beginning of that semester. Federal regulations require that a student receiving federal financial aid of any kind be making SAP (see **Financial Aid**).

### Good Academic Standing

PCC considers a student who is not on academic probation or suspension to be in good academic standing.

### Measurable Satisfactory Academic Progress

1. To maintain SAP students must earn a cumulative GPA according to the number of semester hours for which they have attempted as indicated in the chart:

### Associate Degree, Diploma, & Eligible Certificate\* programs

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

\*BLET is currently the only eligible certificate curriculum

2. Students must pass 67% of the courses for which they register. (For example - A student who registers for 12 hours must pass 8.04 hours or if they register for 6 hours must pass 4.02 hours. This includes all credit hours on their transcript. For purposes of determining enrollment status, students who, at the end of the drop/add period, are enrolled for 12 or more credit hours are considered full-time. Students enrolled for 9 to 11 credit hours are three-quarter. Students enrolled for 6 to 8 credit hours are considered half-time.
3. In calculating SAP, all transfer credits accepted by PCC will be included in both credits attempted and credits completed for purposes of calculating 67%.

### Financial Aid Warning - Unsatisfactory Academic Progress

1. PCC places students who fail to meet SAP on FINANCIAL AID WARNING and considers them to be making UNSATISFACTORY ACADEMIC PROGRESS. Students in this category may continue to receive Financial Aid for the next term. If the student does not meet requirements at the end of this term, their Financial Aid suspends until again meeting the requirements.
2. All students who have who have been placed on warning and have extraordinary circumstances will be encouraged to meet with the Financial Aid Office in order to complete an appeal in the event that they do not meet SAP after their warning term. During the warning term, it is the student’s responsibility to contact these PCC employees in order to add additional documentation if the student feels the appeal will be necessary prior to the appeals deadline.

### Appeal Process

1. Students may appeal their suspension/termination of eligibility for Financial Aid only for “extraordinary circumstances” to the Financial Aid Appeals Committee. Examples of extraordinary circumstances may include illness or an accident.
2. Beyond extraordinary circumstances, student’s SAP is measured to determine if they can obtain SAP in a reasonable timeframe. A reasonable timeframe is defined as 32 credits or one year. If a student is able to meet these criteria, then the appeal will be reviewed. If a student cannot meet this requirement, then appeal will not be approved.
3. Appeals must be on the official appeals form and MUST have appropriate documentation attached. Appeals will be limited to a total of three (3) per student during their time at PCC. Appeals are reviewed once each semester after final grades for the term posted. The deadlines for filing an appeal are as follows:

- Fall 2020 - July 24, 2020
  - Spring 2021 - December 4, 2020
  - Summer 2021 - April 30, 2021
4. Students not currently enrolled may submit their appeal and documentation at any time. Decision will be released for those students not currently enrolled within 7-10 business days. Student's will be notified via their PCC email of the decision.
  5. All other Students will receive notification by e-mail within four business days from the date final grades are due into the Registrar's Office.

#### Procedures for Reinstatement

1. Students who have had their Financial Aid eligibility suspended may be reinstated in one of the following ways:
  - a. By approval from the Financial Aid Appeal Committee.
  - b. By enrolling at the college without the benefit of Financial Assistance until the requirements of A.1 and A.2 are met.
2. Retroactive (previous term) payments of Financial Aid for terms when students were ineligible is prohibited.

#### Non-Credit Courses

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

#### Changes to Financial Aid Awards

Financial aid and loans will be prorated based on the enrollment level of the student (1,6,9,12 credits). This will be done by the system automatically. Additions, Drops, Withdraws, cancelled courses, and Non-Payment courses may alter the awards a student is set to receive. The system will automatically prorate these adjustments at each Financial Aid census date.

#### Maximum Number of Academic Years to Receive Degree

Degree Students should finish their degree or program within 150% times the published amount of time the curriculum would normally require. (Example - Curriculum requires 75 hours to complete. Students have 112 hours to complete curriculum). For calculating 150%, PCC considers all courses taken at PCC and those that transfer in from another school that apply to their major. If a student has previously graduated from a curriculum, the previous credits transferable toward that new curriculum are counted. All other coursework counts except developmental courses. Students appealing for 150% will also be required to submit an electronic Student Educational Plan developed through the institution's advising module from their advisor as part of their appeal. Students who attend beyond the allowable time will not be eligible to receive financial aid. Students with special circumstances appeal to the Financial Aid Appeals Committee.

Example: Student graduates from Associate in General Education. Student receives acceptance in Associate Degree in Nursing. There are 32 credits completed from the Associates in General Education that are in the Nursing curriculum. Only 32 credits (the credits that applied toward the Nursing Program) would count toward 150%.

#### Estimated Cost of Attendance

The budgets below determine the cost of attendance for a student to attend on either on a nine-month basis or a twelve-month basis. These totals assist in determining unmet need. The definition of need is the cost minus the Estimated Family Contribution. The Estimated Family Contribution (EFC) calculation by the Department of Education is on the student aid report produced when the student files the Free Application for Federal Student Aid (FAFSA).

#### 2020-2021 Student Budget for Campus Based Programs

	A 9 Months Living at Home	B 9 Months Living Away	C 12 Months Living at Home	D 12 Months Living Away
<b>In-State Tuition</b>	\$2,432	\$2,432	\$3,242	\$3,242
<b>Books/Supplies</b>	\$1,500	\$1,500	\$2,000	\$2,000
<b>Room/Board</b>	\$3,422	\$6,844	\$4,562	\$9,125
<b>Personal Expenses</b>	\$2,000	\$2,000	\$2,666	\$2,666
<b>Transportation</b>	\$2,238	\$2,238	\$2,984	\$2,984
<b>TOTALS</b>	\$11,592	\$15,014	\$15,454	\$20,017

	A 9 Months Living at Home	B 9 Months Living Away	C 12 Months Living at Home	D 12 Months Living Away
<b>Out-of-State Tuition</b>	\$8,576	\$8,576	\$11,434	\$11,434
<b>Books/Supplies</b>	\$1,500	\$1,500	\$2,000	\$2,000
<b>Room/Board</b>	\$3,422	\$6,844	\$4,562	\$9,125
<b>Personal Expenses</b>	\$2,000	\$2,000	\$2,666	\$2,666
<b>Transportation</b>	\$2,238	\$2,238	\$2,984	\$2,984
<b>TOTALS</b>	\$17,736	\$21,158	\$23,646	\$25,927

Budgets are based on the exact credits a student takes each semester. The above charts represent 9-month and 12-month, 15 credit semesters. Budget calculations are based on actual tuition and fees. Variable expense calculations are provided by College Board at:

<https://professionals.collegeboard.org/higher-ed/financial-aid/living-expense/2020>

## Financial Aid Bookstore/Supply Purchase Policy

Students are not required to purchase books at the PCC Bookstore. The college, as a convenience, provides this service. Students may purchase required books and supplies (as listed on the course syllabus) at off-campus locations without the assistance of grant money.

Students may choose to use excess financial aid at the campus bookstore to purchase books, supplies and kits needed for courses. Students will have the opportunity to purchase bookstore items before the Financial Aid disbursements are made. Once a refund check is mailed, students may not charge to their student account any further.

## Grants

### Federal Pell Grant

Federal Pell Grants awards to help undergraduates pay for their education after high school. For many students, these grants provide a foundation of Financial Aid to which aid from other federal and non-federal sources may be added. Students should contact the Financial Aid Office for an application or may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Payment for the Basic Law Enforcement Curriculum is as a clock hour programs instead of credit hour. The U.S. Department of Education has determined that these programs of study require clock hours for licensure. These departments report clock hours completed to the Financial Aid Office prior to awarding and distributing Financial Aid. Students in these majors may be required to pay tuition and fees at registration if they are re-enrolling for subsequent terms and have not completed clock hours required for the previous term.

### Federal Supplemental Educational Opportunity Grant (F-SEOG)

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

### North Carolina Community College Grant

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

### North Carolina Lottery Scholarship

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

### North Carolina Childcare Grant

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

- First priority given to single students enrolled 9 credit hours and awarded financial aid at PCC in a college transfer/general curriculum.
- Second priority given to married students who demonstrated childcare needs.
- Minimum GPA required is 2.0 for previously enrolled students.
- Child must be attending a legally operating, licensed childcare provider for children from birth to five years of age.
- All applicants must be eligible to receive Federal Pell Grant funds.
- If you are receiving assistance for childcare from social services, you cannot be awarded this grant.
- Your child must be living with you, (having full custody or joint custody), and your child must be under the age of 5 and not in public school.

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

## Loans

### Federal Direct Loans

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

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. With Direct Loans, students and parents can:

- Borrow directly from the federal government and have a single contact, the Direct Loan Servicing Center, for everything related to the repayment of your loans. Even if you receive Direct Loans at different schools, the Direct Loan Servicing Center would be your contact.
- Have online access to your Direct Loan account information 24 hours a day, 7 days a week at Direct Loans on the web at: [www.studentaid.gov](http://www.studentaid.gov).
- Can choose from several repayment plans that are designed to meet the needs of almost any borrower, and you can switch repayment plans if your needs change.
- The current interest rate for Federal Direct loans may be found at [www.studentaid.gov](http://www.studentaid.gov).
- If you are a dependent undergraduate student (excluding students whose parents cannot borrow PLUS Loans), each year you can borrow up to:
  - \$5,500 (for loans first disbursed on or after July 1, 2008) if you are a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount can be in subsidized loans.
  - \$6,500 (for loans first disbursed on or after July 1, 2008) if you have completed your first year of study and the remainder of your program is at least a full academic year. No more than \$4,500 of this amount can be in subsidized loans.
- If you are an independent undergraduate student and a dependent student whose parents have applied for but were



unable to get a PLUS Loan (a parent loan), each year you can borrow up to:

- \$9,500 (for loans first disbursed on or after July 1, 2008) if you are a first-year student enrolled in a program of study that is at least a full academic year. No more than \$3,500 of this amount may be in subsidized loans.
- \$10,500 (for loans first disbursed on or after July 1, 2008) if you have completed your first year of study and the remainder of your program is at least a full academic year. No more than \$4,500 of this amount may be in subsidized loans.

### **Applying for a Direct Student Loan**

Students must complete Online Entrance Counseling and electronically sign a Master Promissory Note (eMPN) before funds disbursement.

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

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

In addition to the online requirements, students must complete a Direct Loan acceptance form, found on [www.pittcc.edu](http://www.pittcc.edu) and submit it to the Financial Aid Office.

### **Federal Direct Plus Loans**

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

#### Parent eligibility requirements for a Direct PLUS Loan

You must be the student's biological or adoptive parent or the student's stepparent, if the biological or adoptive parent has remarried at the time of application. Your child must be a dependent student who is enrolled at least half-time at a school that participates in the Direct Loan Program. For Financial Aid purposes, a student is "dependent" if he or she is under the age of twenty-four (24), unmarried, and has no legal dependents at the time of submission of the Free Application for Federal Student Aid (FAFSA). Exceptions can be made for veterans, wards of the court, and other special circumstances. If a student is dependent, then the income and the assets of the parent have to be reported on the FAFSA form.

#### Additional requirements to receive a PLUS loan

Parent PLUS loan borrowers cannot have an adverse credit history (a credit check is completed). In addition, parents and their dependent child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans, must not owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the Federal Student Aid programs. You can find more information about these requirements in Funding Education Beyond High School: The Guide to Federal Student Aid available at: [www.studentaid.gov](http://www.studentaid.gov)

#### Applying for a PLUS Loan and the Master Promissory Note (MPN)

To take out a Direct Loan for the first time, you must complete a PLUS Application and Master Promissory Note (MPN) and a Parent Plus request form. The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest as well as fees to the Department. It also explains the terms and conditions of your loan(s). Either your child's school or the

Department provides the MPN. Parent's must also fill out the Parent Loan Request form which is located on PCC's website at: <https://pittcc.edu/tuition-financial-aid/>

If your child's school offers the option of completing the MPN electronically, you can do so online at the Direct Loans e-MPN website. If you are borrowing Direct PLUS Loans for more than one student, you will need to complete a separate MPN for each one. To complete an MPN online, you will be required to use your Department of Education-issued PIN (not your child's). If you do not have a PIN, you may request one from the official PIN site. To create or retrieve your FSA user ID and password, go to <https://fsaid.ed.gov>.

In most cases, once you have submitted the MPN and it has been accepted, you won't have to fill out a new MPN for future loans you receive to pay for the educational expenses of the same student. Unless your child's school does not allow more than one loan under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

You will receive a disclosure statement that gives you specific information about any loan that the school plans to disburse under your MPN, including the loan amount and loan fees, as well as the expected loan disbursement dates and amounts.

#### Credit check and endorser alternative

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

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

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

The interest rate for Direct PLUS Loans is a fixed rate of 7.6%. Direct PLUS Loans charged interest during all periods, beginning on the date of your loan's first disbursement. To find out more information on interest rates for Direct PLUS Loans, contact the Direct Loan Servicing Center.

In addition to interest, you pay a loan origination fee which is a percentage of the principal amount of each Direct PLUS Loan that you receive). This fee helps reduce the cost of making these low-interest loans. We deduct the fee before you receive any loan money, so the loan amount you actually receive will be less than the amount you have to repay. Dependent students whose parents have applied for, but were unable to get, a PLUS Loan are eligible to receive additional Direct Unsubsidized Loan funds.



### How a loan is disbursed (paid out)

Generally, your loan will cover a full academic year and your child's school will make at least two disbursements to you, for example, disbursements will take place at the beginning of each semester, quarter or at the beginning and midpoint of your academic year. In most cases, your child's school will disburse your loan money by crediting it to your child's school account to pay tuition, fees, room, board, and other authorized charges. If the loan disbursement amount exceeds your child's school charges, the school will pay you the remaining balance of the disbursement directly by check or by other means. In some cases, with your permission, the school may disburse some of the PLUS loan money directly to the student. Your child's school will notify you in writing each time they disburse part of your loan money and will provide information about how to cancel all or part of your disbursement if you find you no longer need the money. You will also receive a notice from us confirming the disbursement. You should read and keep all correspondence received concerning your loan.

### Using the loan for education expenses

You may use the loan money you receive only to pay for your child's education expenses at the school that is giving you the loan. Education expenses include school charges such as tuition, room and board, fees, and indirect expenses such as books, supplies, equipment, dependent childcare expenses, as well as transportation.

### **Federal Work-Study**

The Federal Work-Study Program provides jobs for undergraduates who have a financial need as determined by an approved needs analysis program. Students receive paychecks monthly and may work up to 20 hours per week, up to a maximum of \$5,000 per academic year (based upon need). The majority of PCC's work-study students are paid \$8.25 per hour. The Financial Aid Office and the student's supervisor set work schedules, which will vary according to class schedules. Awards are on a yearly basis and are subject to the availability of funds.

Students should complete the appropriate financial aid application to determine a need for the Federal Work Study Program. If a need is determined, they should then complete an institutional work-study application. These applications may be obtained from the Career Services Office in the Craig F. Goess Student Center, Room 170.

### **Alternative Loans**

Alternative loans are private loans made by a lender to students attending school at least half-time. Often, independent students who desire additional loan eligibility beyond the Federal Stafford Loan use this type of loan. The student may borrow up to their cost of attendance. The interest on these loans varies based on the student's credit worthiness.

Students may also defer repayment on these loans until after graduating, leaving school, or dropping below half-time status.

### **Refund/Student Repayment Policies for Title IV Programs**

When a student is a recipient of Title IV funds and completely withdraws, ceases to attend a class(es), or is dismissed from Pitt Community College prior to the end of an academic period, the institution will determine whether and to what extent such student received as an overpayment. This determination depends upon the amount of tuition, fees, room and board, transportation, as well as miscellaneous expenses incurred by the student up to the last date of attendance as reported by each instructor. Instructors report last dates of attendance periodically each term. The final due date for last dates of attendance is the date grades are due. PCC also collects clock hours completed for Basic Law Enforcement Training (BLET) students. Once the student is billed by the Financial Aid Office, the student will have fifteen (15) business days to dispute the amount owed by contacting the instructor for any correction(s) to the last date of attendance. PCC mails notifications of any balance due to the address of record in the Admissions and Records Office.

### **Scholarships**

Scholarships are available to students based on different factors such as program of study, academic performance, need, and county of residence. Students apply on-line at [pitcc.edu](http://pitcc.edu). Students should complete FAFSA for consideration for the following scholarships:

Action Auto Endowed Scholarship  
Alliance One, Inc. Endowed Scholarship  
Lida & Owen Allsbrook Memorial Scholarship  
ALLTEL Endowed Scholarship  
Alumni Association Scholarship  
Michael Aman, Jr. Endowed Scholarship  
Ambassadors Leadership Scholarship  
American Legion Post 39 of Greenville Endowed Scholarship  
American Legion Post 151 Veterans Memorial Fund Endowed Scholarship  
Roselyn Armstrong OTA Endowed Scholarship  
Arno-Cannon Medical Imaging Scholarship  
Mattie Baker Textbook Fund  
F.M. Barnes Trust Scholarship Grants  
Floyd & Hilda Boyce Nursing Endowed Scholarship  
Dr. Edgar Boyd Endowed Scholarship  
John and Nancy Bray Endowed Scholarship  
Dalton "Skip" Bright Endowed Scholarship  
James Brooks Scholarship  
Bill and Jane Brown Endowed Scholarship  
Sue Butler Memorial Nursing Scholarship  
Pat Chenier Memorial Scholarship  
Cherry Oaks Recreation Club Endowed Scholarship  
Children's World and Walton Family Scholarship  
Phillip Clark Scholarship  
Charles Coburn Scholarship  
Ryan Collier Memorial Scholarship  
Billy R. Combs, Sr. Scholarship  
Charles and Jean Daeschner Endowed Scholarship  
Darragh Foundation Scholarships  
J. Paul Davenport Memorial Endowed Scholarship  
Paula R. Davis Memorial Endowed Scholarship  
Thomas Denton Memorial Scholarship  
Kenneth and Mamie Dews Scholarship

Joseph Downing Endowed Scholarship  
 Joyce Ann and Bobby Dunn Memorial Endowed Scholarship  
 Edith Smith Edwards Scholarship  
 Electronics Engineering Technology Scholarship  
 R. O. Everett Family Endowed Scholarship  
 Faculty Senate Scholarship  
 Caitlin Faulkenberry Scholarship  
 Fine Arts Scholarship  
 J. S. Flake Memorial Endowed Scholarship  
 Eleanor Beth Fulford Scholarship  
 William E. Fulford, Jr. Memorial Scholarship  
 Craig F. Goess Endowed Scholarship  
 Golden LEAF Foundation Scholarship\*\* (*contact the Financial Aid Office for more information concerning this scholarship*)  
 Addie Gore Scholarship  
 Grady White Boats Endowed Scholarship  
 Greenville New Car Dealers Endowed Scholarship  
 Greenville Utilities Commission Scholarship  
 Faye B. Gurganus Endowed Scholarship  
 Sherry Aubry Harrell BLET Scholarship  
 Sandra Harrison Scholarship  
 Thomas William Harwell Endowed Scholarship  
 Gene Hemby Endowed Scholarship  
 Brent Holmes Memorial Scholarship  
 Home Health and Hospice Care Endowed Scholarship  
 Hope, Love and Cure Scholarship  
 Lloyd Huggins Memorial Scholarship  
 Dorothy P. Jenkins Endowed Nursing Scholarship  
 Jane Keller Travel Abroad Endowed Scholarship  
 Jennifer Knight Endowed Memorial Scholarship  
 Dr. Judith Kuykendall Endowed Scholarship  
 James E. Langston Endowed Memorial Scholarship  
 Dale Leary Endowed Scholarship  
 Karen Lee Memorial Endowed Scholarship  
 G. Dennis Massey Endowed Scholarship  
 Mechanical Engineering & Industrial Technology Scholarship  
 Medical Sonography Scholarship  
 R. Dudley Miller Endowed Scholarship  
 John F. Minges Criminal Justice Endowed Scholarship  
 Thomas E. Minges Memorial/Pepsi Scholarship  
 Minority Male Success Initiative Scholarship  
 Suellen G. Monk Endowed Scholarship  
 Garrie Moore Outreach Scholarship  
 Jim and Barbara Moye Endowed Scholarship  
 Multicultural Activities Committee (MAC) Scholarship  
 Diane Murphrey "Make It Happen" Endowed Scholarship  
 Music and Drama Scholarship  
 National Association of Women in Construction (NAWIC)  
 NC Education Lottery Scholarship\*\* (*contact the Financial Aid Office for more information concerning this scholarship*)  
 Will and Donna Neal Endowed Scholarship  
 Roxanne Nelson Memorial Scholarship  
 T. D. Nicholson, MD Educational Scholarship  
 Susan Q. Nobles VISIONS Endowed Scholarship  
 Susan Q. Nobles Scholarship for Student Leaders  
 Sandra Roberts Ott Memorial Scholarship  
 John Payne - Pitt County Electrical Contractors Scholarship  
 PCCAEOP Scholarship  
 PCC Employees' Dependents Scholarship  
 PCC Foundation Scholarship  
 PCC General Scholarship  
 PCC Retirees Scholarship

PCC Student Ambassadors Scholarship  
 PCC Welding Scholarship  
 PCMH (Vidant) Nursing Scholarship  
 PCMH (Vidant) Volunteer Auxiliary Endowed Scholarship  
 Peace Church Scholarship  
 Debi Pearson Scholarship  
 Karen Perry Memorial Endowed Scholarship  
 Petty's Garage Scholarship  
 Pitt County American Legion Fair Endowed Scholarship  
 Professional Construction Estimators Association Endowed Scholarship  
 William Rawlinson Endowed Scholarship  
 William P. "Bill" Rice Endowed Scholarship  
 Ricks Automotive Scholarship  
 Leslie D. Rogers Scholarship for Student Leaders  
 Kenneth R. and Phyllis P. Ross Endowed Scholarship  
 Linwood and Vannie Rouse Memorial Endowed Scholarship  
 Dr. Charles E. and Lorraine Russell Endowed Scholarship  
 Zachery Russian Memorial Scholarship  
 Service Roofing Endowed Scholarship  
 Turner Shafer Memorial Endowed Scholarship  
 Dr. Robert Shaw Respiratory Scholarship  
 William H. Smith Endowed Scholarship  
 Hildria Franco Smithwick Memorial Scholarship  
 J. Spain MAIN (Minority Male) Scholarship  
 William "Bill" Russell Spencer Oncology Scholarship  
 State Employees Credit Union Scholarship  
 Sylvia Jones Taylor Nursing Endowment  
 TRiO Scholarship  
 Edward James Turner Endowed Scholarship  
 University Health Systems Endowed Scholarship  
 U.N.X./NCAT Scholarship  
 Van Nortwick Endowed Scholarship  
 David Vaughn Scholarship  
 VISIONS Scholarship  
 Joan Warren Memorial Endowed Scholarship  
 Welcome Federal Credit Union Scholarship  
 Wells Fargo Automotive Scholarship  
 Vernon E. White Endowed Scholarship  
 William Rabon Wilkins Memorial Endowed Scholarship  
 Danny Williams HVAC Memorial Scholarship  
 Walter Williams Memorial Scholarship  
 Winterville High School Class of 1943 Endowed Scholarship  
 Danny Woods Memorial Endowed Scholarship

For further information concerning scholarships, contact the Institutional Advancement Office at (252) 493-7902.

### **International Education Travel Scholarship (IETS)**

The IETS provides students with financial resources to aid them in participating in PCC-sanctioned Education Abroad programs. Scholarship recipients will receive a supplemental scholarship to apply towards the cost of the Education Abroad program (with some limitations) as long as funds are available.

Verification of enrollment as a full-time student is required before awarding of the scholarship.

All students who meet the following criteria are eligible to apply:

1. Current Pitt Community College student
2. Completed 12 credit hours at Pitt Community College
3. Have a 2.5/4.0 or better GPA

4. Have no disciplinary action
5. Plan to attend a PCC-sanctioned education abroad program
6. Have shown how education abroad experience relates directly to curriculum (student must be eligible to receive academic credit)
7. Student must be 18 years of age or have written permission from legal guardian
8. Knowledge that they must complete both a campus and community share plan (activities in which the Global Scholar shares what they have learned/ gained from the education abroad experience) upon their return from the education abroad program. For more information contact the Robin Ashley at 493-7807 or email [rashley@email.pittcc.edu](mailto:rashley@email.pittcc.edu).

## Other Sources of Assistance

### Vocational Rehabilitation

Any person who has a substantial physical or mental condition that prevents employment may be eligible for services from the North Carolina Division of Vocational Rehabilitation Services. If eligibility is determined, it is possible to receive financial assistance for educational costs as part of a total rehabilitation program. For further information, contact any Vocational Rehabilitation unit office. The Greenville unit office is located at 101 Fox Haven Drive. The telephone number is (252) 830-8560.

### North Carolina National Guard Tuition Assistance Program

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

### Local Sources of Financial Aid

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

### Veterans' Benefits

The Veteran Benefits Laws provide financial assistance to any veteran enrolled in an approved curriculum and eligible for benefits. To be eligible, the veteran student must be enrolled in an approved curriculum and enrolled in classes required for graduation in their current curriculum. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the school standards for continuing eligibility for payment. For more information, please see the section on Academic Requirements for Satisfactory Academic Progress to Maintain Financial Assistance.

Department of Veteran Affairs (DVA) payments for veterans in an approved certificate, Diploma, or degree program during the Fall and Spring standard term semesters are based on credit hours as indicated below with the exception of Post 9/11/Chapter 33. Post 9/11 Monthly Housing Allowance (MHA) amounts are paid based on a student's benefit level and rate of pursuit (RoP). Mini terms may have a different calculation. The credit hours for summer will vary based on the number of weeks in a term.

12 or more credit hours: full-time

9-11 credit hours: three-quarter-time

6-8 credit hours: half time

4-5 credit hours: less than 1/2 time more 1/4 time

3 or less credit hours: 1/4 time or less

This institution keeps records of progress (transcripts) on veteran and nonveteran students. Official high school transcripts/GED scores are required to show completion and official transcripts from all post-secondary institutions or training are required to get VA education benefits. The Pitt Community College Department of Veteran Affairs Office is open Monday through Friday from 8:00 - 5:00 PM during the fall and spring semesters. During the summer semester the office is open from 8:00 - 5:15 PM Monday - Thursday and 8:00 AM - 1:00 PM on Friday (appointments start at 8:30am). For further information or to schedule an appointment, please contact the VA Office at 252-493-7323 or 252-493-7332.

### Internet Course Policy for Veterans

All VA students applying for and/or receiving benefits at Pitt Community College are to meet the following criteria before enrolling in an internet-based course:

1. The student must meet with the VA certifying official before registering for the course. Criteria and procedure reviews take place at this time. Student may be required to complete the placement test before registering for any coursework at Pitt Community College.
2. The internet course must be an integral part of the student's current program and have approval from the student's academic advisor. All remedial courses traditional to be eligible. Internet/hybrid remedial courses are not eligible for VA payment. On-site remedial self-paced courses are not eligible for VA payment.
3. The student will complete a self-assessment test and a test/orientation over the internet to determine their ability to participate in internet coursework.
4. The student must earn a grade of "D" or better in each internet course attempted in order to enroll in a subsequent internet course.
5. Regular communication (via e-mail) using the Moodle will be done with the student from the instructors to ensure student success.
6. Class attendance determination depends upon the completion date of assignments. Class attendance is the basis for VA payments. Ceasing attendance prior to the end of term may result in an overpayment with the VA. Students who receive an "I" must complete the required assignments prior to the deadline as stated in this catalog to receive a punitive grade. Students who fail to complete the class and remove the "I" will be unofficially withdrawn, and the last date of attendance reported to the VA. This may result in an overpayment with the VA.

### Dependents of Veterans

The Department of Veteran Affairs offers dependent educational assistance for qualified dependents of certain disabled or deceased veterans. Students receive a monthly allowance based on their enrollment status. For further information, the student should contact the Department of Veteran Affairs, the N.C. Department of Veteran Affairs, the DVA Regional Office in Winston-Salem or visit [www.gibill.va.gov](http://www.gibill.va.gov).

## DEPARTMENT OF STUDENT SUPPORT

### Student Support Vision Statement:

- Equipping students for success by developing competencies to support the pursuit of academic, career, social and personal goals.

### Student Support Mission:

- Provide access for educational opportunities.
- Promote student engagement in activities that enhance learning.
- Create opportunities for personal development, growth, leadership, and civic responsibility.
- Build diverse and inclusive communities and model appreciation of differences.
- Advocate for and ensure students' rights,
- Teach and encourage responsibility and develop effective life skills.
- Assist students with career services.

### Counseling Services

Pitt Community College offers personal, mental health, and academic counseling services to enrolled students. Counseling services are available at no charge to every student from enrollment through graduation.

A student may be dealing with personal issues that are affecting their ability to adapt to the college environment. The counseling staff provides a confidential atmosphere in which the student may discuss these problems. Counselors can help students develop appropriate life skills to cope socially, emotionally, and academically to increase their chances in succeeding in college. Counselors can also make appropriate referrals to community agencies when a student has a long-term counseling need or is in need of additional resources.

Students may also meet with a counselor when they are struggling in their courses. Faculty often refer students for counseling when they realize the student is struggling in their academic performance. Counselors are able to assist students by helping them develop stronger time management skills and study skills. Counselors can refer students to on and off campus resources that can help students become more successful academically, such as tutoring resources. Counselors can also help students get connected to career resources if it is determined the student is struggling with subject areas that reveal a need to change their career pathway.

Students should schedule an appointment for counseling sessions, but it is possible for counselors to see students on a walk-in basis. Counselors are available Monday through Friday from 8:00 a.m. to 5:00 p.m. They are located in the Craig F. Goess Student Center, Suite 170 and their phone number is (252) 493-7809.

### Women's Resource Center

The Women's Resource Center educates and empowers women for success by enhancing their academic performance and personal development. Services offered include information, advocacy, and support. Staff provide information by educating the PCC community about health issues, informing women about academic opportunities available, and by furnishing information about safety concerns of women. They also offer assistance to campus groups in developing programs to improve appreciation for and provide a greater understanding of women, and they serve as advocates for more campus services that respond to the needs of women. In addition, staff assist students in locating and utilizing campus and community resources and offers counseling services. In order to offer these services, staff work closely with various divisions on campus and seek input from other staff, students, and faculty.

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

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

### Men's Resource Center

The Men's Resource Center focuses on creating an engaging environment for all men at PCC. Come out during the semester for friendly competitions, group outings, and relevant informational sessions aimed toward men.

The Men's Resource Center intends to:

- Provide services to men that enhance academic and personal success.
- Offer a comfortable environment for men to discuss their challenges and aspirations.
- Offer assistance to campus groups in developing programs that meet the needs of all students.
- Increase enrollment and retention of men attending the college.
- Assess and increase the participation of men in educational programs and services.

Services and events provided may include:

- Video game tournaments/game nights
- Mentoring roundtables/open forums, focused tutorial sessions, and lecture series
- Economic and career counseling

For more information, contact Jasmin Spain, (252) 493-7769, [jlspain@email.pittcc.edu](mailto:jlspain@email.pittcc.edu)

## Minority Male Success Initiative (MMSI): NEXT LEVEL

Minority Male Success Initiative (MMSI) NEXT LEVEL is a place where any male student can come to discuss problems he may be having, get help with his course load, learn about the established programs on campus, or just relax in between classes. Any student, regardless of race, sex, ethnicity, sexual orientation, or religious beliefs are welcome. Students are encouraged to stop past the MMSI Office to discuss issues pertaining to minority groups and learn more about diverse populations. Using weekly meetings, hands on activities, mentor relationships, peer tutoring, and self-evaluation, the program guides its participants toward achieving the highest levels of academic, professional, and personal development. In order to be eligible for the NEXT LEVEL program you must maintain at least a 2.0 GPA.

For more information, please contact the MMSI office at (252) 493-7506 or email: [Jqfuller@my.pittcc.edu](mailto:Jqfuller@my.pittcc.edu).

### Career Services

Career Services assists students and alumni in career decision-making, job search, and professional development. There is no charge for any of these services. In addition, students have access to many of these services through the PCC Career Service's website.

Career Services helps students to identify interests, values, and abilities to empower their major and career selection. We utilize a variety of resources to assist students with learning about majors, careers, jobs, and internship prospects.

Our office also provides resume and cover letter preparation, practice interviews, and opportunities to connect with employers. Career Services is a liaison between Pitt Community College students and potential employers. All students and alumni are encouraged to use these services.

For more information, contact Career Services at (252) 493-7784 or [careerservices@email.pittcc.edu](mailto:careerservices@email.pittcc.edu)

### TRiO: Student Support Services

TRiO: Student Support Services is designed to advance outcomes and experiences of the program participants. The ultimate goal is to enhance the participants efforts to graduate and/or transfer from Pitt Community College to a four- year college or university.

#### Eligibility Requirements:

- Enrolled as a PCC student.
- A United States Citizen
- An academic need as demonstrated by low placement scores and/or low GPA.
- Meet the income eligibility criteria and/or be a first-generation college student and/or a student with a documented disability.

If accepted, the Student Support Services Program is committed to strengthening participants academic success and energizing the college experience. As a member of the Student Support Services Program, program participants will be able to engage in the following FREE services:

- Academic Advising and Class Scheduling
- Assistance in completion of the financial aid process
- Cultural Enrichment Activities
- Social Enrichment Activities
- Study Skills Workshops
- Mentoring- **peer-to-peer and faculty/staff-to- student options**
- Enhanced Tutoring Services- **virtual and face to face options**
- University and College Tours

If interested, contact Travis Kinsey, Director, TRiO Programs at [trioprograms@email.pittcc.edu](mailto:trioprograms@email.pittcc.edu). Feel free to visit our office located in Warren Building, Suite 1306 or call (252) 493-7689. Website: <https://pittcc.edu/academics/student-development-services/trio-student-support/>

### TRiO: Educational Opportunity Center

The Educational Opportunity Center is designed to advance outcomes and experiences of program participants. The ultimate goal is to increase the number of adult participants who enroll in postsecondary education institutions.

- Counseling and information on college admissions to qualified adults (18+)
- Financial and Economic literacy
- Counsel participants on financial aid options, including basic financial planning skills and Scholarships

#### Eligibility Requirements:

- A United States Citizen
- Meet the income eligibility criteria and/or be a first-generation college student and/or a student with a documented disability.

If accepted, the Educational Opportunity Centers are committed to strengthening participant's academic success as they pursue higher education and workforce training. Program participants will be able to participate in the following FREE services:

- College application assistance
- Financial Aid assistance
- Financial literacy Training
- University and College Tours
- Mentoring- **peer-to-peer and faculty/staff-to- student options**

If interested, contact Travis Kinsey, Director, TRiO Programs or Vanessa Pippen, EOC Coordinator at [pceoc@my.pittcc.edu](mailto:pceoc@my.pittcc.edu). Feel free to visit our office located in the Warren Building, Suite 1311, or call (252) 493-7503.

Website: <https://pittcc.edu/academics/student-development-services/trio-student-support/index-d17/>

### Tutorial and Academic Success Center (TASC)

The Tutorial and Academic Success Center (TASC) is a free tutoring service for students enrolled in traditional, internet, evening, and weekend curriculum classes at PCC. Tutoring sessions have academically qualified peer tutors and professional tutors. TASC also assists students with time management, study skills, and test taking skills. This increases the probability of academic success for students. The primary goal of tutoring is to assist students in becoming independent and confident learners.

The TASC office is located in Trailer 19 behind the Everett Building (PCC Library). The Math Center is also in Trailer 19 and the Writing Center is in Trailer 21. The Science Center is located in the Williams Building, Room 130. Students can schedule an appointment for tutoring or walk-in during specified hours

The Academic Skills Lab is a part of the Tutorial and Academic Success Center. The Lab is an open computer lab environment that offers academic skill-building using computerized tutorials. These tutorials offer extra practice needed to be successful in enrolled courses. Students can work independently and receive assistance with basic PC skills.

Note: Students must present a valid PCC identification card. For more information, call (252) 493-7258. Students can visit [www.pittcc.edu/tutoring](http://www.pittcc.edu/tutoring) for more information regarding hours of operation and to schedule an appointment for tutoring.

### Accessibility Services

The Pitt Community College Office of Accessibility Services (OAS) is committed to equal opportunity for students with disabilities. We believe that students are responsible for their own academic success, but we know that begins with being afforded equal access. In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Pitt Community College provides access to higher education for qualified students with disabilities. This ensures an equal opportunity to participate in, contribute to, and benefit from all PCC has to offer.

Students can request accommodations by contacting the Office of Accessibility and providing appropriate documentation about their disability-related needs. All documentation remains confidential. The most appropriate accommodations are determined after consultation with the student, review of documentation and consideration of previous accommodations in accordance with the law. Students with varying disabilities may receive accommodations and services from the point of admission through graduation. There is no cost to the student.

Accommodations that must be planned or arranged prior to the start of classes (such as placement testing, note taker services or interpreter services) should be requested as soon as possible after admission. Students with disabilities must meet the same academic standards as all other students. For additional information about accommodations and services provided, contact the Office of Accessibility Services at (252) 493-7595.

### Recreational Sports Programs

The Recreational Sports Program provides opportunities for students, faculty, and staff to have fun, socialize, manage stress, and improve personal health and wellness by participating in organized competitive sports and recreational activities.

#### Recreational Sports

The Recreational Sports program includes basketball, flag football, indoor soccer, and other competitive sports. General information and registration materials for Recreational Sports is at the Recreational Sports Office located inside the Charles Coburn Center and on the Pitt Community College website.

Simply type the word “recreation” into the search bar on the school’s home page to find our webpage.

#### Open-Gym Free Play Recreation

Open-Gym free play is a designated time for students, staff, and faculty to enjoy the fitness facilities and various recreational activities. The posted hours of Open-Gym Free Play are outside the entrance of the Coburn Center located inside of the Edward and Joan Warren Building. The hours of activity and the open free play areas vary as to the many needs for academic classes, various sports and other activities scheduled in the Coburn Center. The free play areas are broken down into four groups:

1. Cardio Area: (Located on the Mezzanine) Including treadmills, steppers, adaptive motion trainers and stationary cycles.
2. Strength Conditioning Free-Weight Area: (Located on the Mezzanine) Including dumbbell and barbell free-weight equipment, along with the assorted benches to strength condition the body.
3. Resistance Machine Room: (Located in the locker room hallway, beneath the Mezzanine) Houses the variable resistance strength machines.
4. Sports Courts Area: (Located on the Multipurpose Floor) the Sports Courts are versatile to many sport activities such as volleyball and basketball, walking/jogging laps, etc.

NOTE: Academic instruction has the highest priority of using the Coburn Center. As a result, if an instructor needs a specific area of the center, all people shall stop all activities and leave that area immediately. Participation eligibility for facility use and Recreational Sports Program is limited to the following:

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

**\*\*Basic Skills Students** - Foundational Studies and Continuing Education students currently enrolled in and attending AHS, HSE, HRD, and ESL classes. Eligible basic skills students must obtain a PCC ID and pay the minimum student activity fee charged to academic students to use the facility and equipment.

**\*\*Faculty** - Full and part-time employees engaged in curriculum and non-curriculum teaching.

**\*\*Staff** - Full and part-time employees engaged in administrative and support roles in relationship to the instructional and community service functions of the college.

**Spouse** - The husband or wife of a faculty or staff member. Their faculty or staff spouse sponsor must accompany a spouse.

**Dependents (IRS)** - Children of faculty or staff ages 10 to 17 years. Restricted access to children under 10 years of age was established because adults, not small children, are the intended users of equipment in the Coburn Facility, and activities in the center could result in an injury to small children (flying balls, running players, etc.) For these reasons, faculty and staff should not bring children under 10 years of age to the facility during recreational free play. Parents or guardians must accompany dependents and directly supervise them when using the facility.

**Board Members** - Members of the PCC Board of Trustees and their spouses; members of the Pitt Community College Foundation, Inc., and their spouses.

**Visitors** - Individuals or special groups invited to PCC for official reasons other than to specifically use the facility. Visitor use requires the approval of the President (or their designee), or a vice-president (or their designee), or an assistant vice-president (or their designee).

**Internal Groups and Organizations** – A reservation form is on the Recreational Sports Program webpage.

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

**Spectators** – The public may enter the facility to view intercollegiate competitions.

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

Priorities of Usage of the Coburn Center (ranked in order of priority)

- a. Instruction of curriculum and non-curriculum courses
- b. Intercollegiate Athletics
- c. Intramural Sports
- d. Recreational Free Play
- e. Institutional/Community Service

If interested, contact the Coordinator of the Coburn Center and Recreational Sports Program at (252) 493-7399, or visiting the Coburn Center located in the Warren Building.

### **Intercollegiate Athletics Program**

The mission of Pitt Community College Department of Intercollegiate Athletics is to “Educate and Empower Student-Athletes for Success”. PCC Athletics strives to attain this mission by emphasizing the importance of:

- 1-Higher Education
- 2-Sportsmanship
- 3-Character
- 4-Life Skills
- 5-Community Outreach

It is the philosophy of the athletics department at Pitt Community College that students can best be served in an environment that recognizes the contributions and importance of its faculty and staff. Thus, through the Faculty Senate, Student Government Association (SGA), Athletic Academic Advisory Committee, Athletic Department Advisory Committee and other campus organizations, the athletics program receives faculty, staff, and student feedback and evaluation to determine the effectiveness of the athletics program.

The athletics program meets the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds. Intercollegiate athletics include: Baseball, Men’s Basketball, Softball and Volleyball. Pitt Community College accepts its responsibility to provide a fair and

equitable process for selecting those who participate in athletic competition.

Pitt Community College believes that athletic participation is a privilege and seeks to provide an environment that is free from drug and substance abuse or any other performance enhancing drugs by any athlete engaged in competition. Student-athletes not only represent themselves and their families, they represent Pitt Community College and we strive for each student-athlete to embrace the responsibility that role entails and carry that label with pride and dignity.

Pitt Community College athletes must abide by the rules and regulations set forth by the Department of Athletics and its coaching staff and are subject to all rules governing the National Junior College Athletic Association (NJCAA) and Region Ten in which we participate. Student-athletes must maintain a minimum grade point average, which meets or exceeds the NJCAA requirements for participation as well as guidelines set forth by the Athletic Department and Pitt Community College. PCC Athletics is committed to providing the best opportunities for our student-athletes that will allow individual growth and team success as well as create opportunities. Additionally, athletes must communicate with faculty regarding scheduled events, which will involve being absent from class(es) and must be responsible for making up class work in a timely manner. Athletes are subject to the same academic requirements as all other students pertaining to admission, academic standing, and graduation requirements. No academic exceptions are made for student-athletes at Pitt Community College.

**Code of Conduct for Intercollegiate Student-Athletes** (adopted from Pursuing Victory with Honor, Six Pillars of Character)

We believe that athletic competition should demonstrate high standards of ethics and sportsmanship and promote development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor. The six-core principles are:

1. Trustworthiness - be worthy in all you do.
2. Respect - treat all people with respect all the time and require the same of other student-athletes.
3. Responsibility - be a student first and be committed to receiving the best education you can.
4. Fairness - live up to high standards of fair play, open-mindedness and willingness to listen and learn.
5. Caring - demonstrate concern for others.
6. Citizenship - play by the rules and honor the spirit of the rules.

### **Lost and Found**

Register all lost and found items with the Pitt Community College Campus Police Office located at 139 Bulldog Run.

### **Health Services**

Pitt Community College does not maintain health facilities. The responsibility for medical services rests with students and their spouses, parents, or guardians. Emergency facilities are available at Vidant Medical Center. New students are required to answer the health questionnaire on the Application for Admission form and student accident insurance is required.

The Pitt Community College Emergency Procedures Manual is available for review on the PCC website at ([www.pittcc.edu](http://www.pittcc.edu)).

### **Student Assistance Program**

#### **(Personal Counseling and Mental Health Services for Currently Enrolled Students)**

Many college students entering PCC face academic pressures, relationship struggles, family difficulties and other personal issues or mental health challenges. College students need options and support for counseling.

Counseling by one of our professional counselors is available for currently enrolled curriculum students in need of counseling. Any instructor or college employee can refer students to the program or a student in need can self-refer to the Student Assistance Program Coordinator. The Student Assistance Program has qualified counselors available on campus. This program works in conjunction with a community agency for additional free counseling services when a student needs extensive therapeutic care.

Student confidentiality is important and protected except in circumstances explained in an established counseling session up front.

For additional information on this program and its services, contact the Student Assistance Program Coordinator at (252) 493-7245 in the Goess Student Center, Suite 120.

### **Food Service**

The Bulldog Cafe has a hot food service operated in the Goess Student Center. Hot meals, and short- order items, and fountain drinks are available. Hours of operation are 7:30 a.m. to 2:00 p.m. Monday-Friday. The Bulldog Cafe is closed when classes are not in session. Meal cards are available for purchase in the student store.

Vending machines for soft drinks and snacks are located in most buildings.

### **Housing**

The College does not provide housing facilities for students either on or off campus. For information on local apartment listings in the area, go to: <http://offcampushousing.pittcc.edu>

### **Identification Cards**

All students should have a valid Pitt Community College ID card while on campus. Campus Police makes ID cards at the Campus Police Department located at 139 Bulldog Run across from the GREAT bus stop. For further information, call (252) 493-7777.

### **PCC Academic Excellence Awards Program**

The Academic Excellence Awards program highlights students' academic achievements as well as their service to the College and their community. This program takes place during the spring semester. PCC selects one student from the 50 recipients to represent PCC in the N.C. Community College System's Academic Excellence Awards program. PCC faculty/staff nominate students using the appropriate forms.

The criteria for nomination include:

- Must be currently enrolled in a minimum of 9 semester hours
- Must have completed at least 24 semester hours at PCC towards an Associate Degree
- Must have a cumulative GPA of not less than 3.5 (not rounded)
- Considerations in the selection of the 50 academic award recipients include community service, honors/awards, accomplishments, leadership positions, and extracurricular activities.

Contact the Office of the Vice President of Academic Affairs and Student Development Services at (252) 493-7211 for more information.

### **Student Clubs and Organizations**

Students are encouraged to get involved in activities outside of the classroom. Through participation in activities such as student organizations, sports, and community service, students gain valuable skills that will enhance their academic education. These opportunities also prepare students for responsible citizenship in a global and diverse society.

#### **Policies for Clubs and Organizations**

Student activities provide programs and opportunities to assist Pitt Community College students in becoming well rounded and in developing interpersonal communication and leadership skills. Campus organizations shall be open to all students, meeting membership criteria without respect to race, creed, national origin, sex, or disability. All clubs and organizations must conform to local, state, and federal laws. No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage nonattendance of classes or campus activities without prior consent of proper college officials. Clubs or organizations shall not encourage any action that might cause disrepute to a student, staff, instructor, or college activity.

#### **Chartering Guidelines for Clubs and Organizations**

Students are encouraged to take an active role in clubs on campus and to establish other clubs and organizations that fulfill the objectives of Pitt Community College. To charter a club or organization, the organizing group must file the following items with the Coordinator of Student Engagement and Leadership (S.E.A.L.). The Coordinator of Student Engagement and Leadership (S.E.A.L.) will review the documents prior to sending forward to the Assistant Vice President of Student Support.

1. Name of club organization
2. Purpose of the club or organization
3. Name of the advisor
4. Name of charter members. (Minimum of 10 charter members required)
5. A constitution and/or a written statement that includes the following statements:
  - a. Only students registered at Pitt Community College will be officers and/or voting members of the organization.



- b. No discrimination because of race, creed, gender, handicap, or national origin shall exist within the organization. (Please specify all criteria for membership)

PCC issues a charter to the organization upon approval of the Assistant Vice President of Student Support. The College shall disband any student organization found guilty of violating State or Federal law or the policies of Pitt Community College.

Chartered organizations must submit the following information to the Coordinator of Student Engagement and Leadership (S.E.A.L.):

1. Dates, times, and locations of regularly scheduled meetings
2. Names, addresses, and phone numbers of officers
3. Information on regional, state, and national affiliations
4. Full roster of active members of the organization

#### **Guidelines for Clubs and Organizations Bank Accounts**

Student Development Services encourages clubs and organizations to utilize the Office of Institutional Advancement for all banking services at (252) 493-7210 for more information in establishing your club account. This service is free of charge to all PCC recognized clubs and organizations.

The process is simple. A student club officer AND advisor or just advisor MUST count the money and include documentation with the amount being deposited. EVERYONE who counts the money must sign documentation. Deliver the funds to the Office of Institutional Advancement. She will re-count and verify that the funds match club documentation and deposit those funds with the Cashier's Office.

To spend the funds, follow the same procedures as for other college purchasing. Either a requisition/EP order must be completed or purchased with a p-card. P-card users must complete appropriate logs. ALL documentation must come to the Foundation office for final coding (budget code) and signature from Susan Nobles. Understand that clubs and organizations cannot access funds immediately because they can only be expended via p-card and purchase orders. This process will provide clubs and organizations a seamless process when working with club and organization funds. For assistance in locating a p-card for purchases, contact Coordinator of Student Engagement and Leadership (S.E.A.L.) at (252) 493-7440 or by visiting the S.E.A.L. office in Goess 180.

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

Faculty/staff sponsor(s) must supervise all fund-raising activities for student organizations, and they must receive prior approval from the Assistant Vice President of Student Support or the Vice President, Institutional Advancement. Clubs and organizations must submit a written request for approval stating the purpose and type of fund-raising activity, where it will take place (on or off-campus), and the targeted group (e.g., community, business/industry, student body, staff, etc.) Specify the planned date the activity submit the request at least one week prior to the activity. The request submission goes to the Coordinator of Student Engagement and Leadership (S.E.A.L.) to place on the calendar

and to oversee prior to approval from the Assistant Vice President of Student Support or the Vice President of Institutional Advancement.

#### **American Association of Medical Assistants (AAMA)**

Students enrolled in the Medical Assisting program may join the local (Pitt County Chapter), state, and national AAMA. AAMA provides opportunities for professional growth, fun, and fellowship. Scholarship opportunities for medical assisting students are available through AAMA. Contact Krystal Sugg at (252) 493-7284 or [ksugg@email.pittcc.edu](mailto:ksugg@email.pittcc.edu) for information on the next scheduled speaker/CEU session.

#### **Answering the Call**

Answering the Call is PCC's Christian club that is open to all students, faculty, and staff who wish to fellowship with Christians and reach out to the community. The purpose of this club, chartered in June 2011, is to spread the message of Christ to all and fellowship with others who believe in Him. For more information, contact Lara Smith (252) 493-7591 or Stephanie Woodley (252) 493-7438.

#### **Association of Advertising and Graphic Design**

Association of Advertising and Graphic Design is a student-operated organization run by Advertising and Graphic Design curriculum students. Each fall semester, officer elections take place from active members. All students enrolled in the design program at PCC may join. This organization contributes and promotes excellence in design by organizing and enabling trips to Raleigh for AIGA (American Institute of Graphic Arts) speakers, lectures, and events, as well as other art-enriching activities and locations. This association also promotes unity among all members through teamwork and artistic exposure. For more information, contact Stacy Jarrell (252) 493-7300.

#### **Automotive Club**

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

#### **Bruiser's Crew Peer Mentoring**

The Bruiser's Crew Peer Mentoring program at Pitt Community College, to the core, is about helping students in a meaningful way with a purpose driven approach – retention, persistence, and completion! By creating a network of support, Bruiser's Crew Peer Mentors will aid in the academic, emotional, and socio-cultural adjustment of first year mentees at Pitt Community College. Each year, Bruiser's Crew Peer Mentors complete a mandatory training. This training equips them to effectively support and serve as a mentor to a small group of select first year students, as they make that transition to college. Bruiser's Crew Peer Mentors are expected to communicate with mentees on a regular, documentable basis, as well as participate in regular face-to-face meetings with the Bruiser's Crew round-table discussions. Peer Mentors will serve for a full academic year (Fall and Spring semester). Recruitment for Peer Mentors happens during the Spring semester each year. For more information, email [pccbruisercrew@my.pittcc.edu](mailto:pccbruisercrew@my.pittcc.edu).

### **Bulldogs for Christ (Inactive)**

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

### **Chess Club (Inactive)**

Got Game? The PCC Chess Club is an organization of students, faculty, and staff who have an appreciation for and a desire to become more skilled at the game of chess. Gatherings are informal, and players of any skill level are welcome. We normally meet twice monthly in the fall and spring. Contact Anthony Holsten at (252) 493-7624 or [aholsten@email.pittcc.edu](mailto:aholsten@email.pittcc.edu) for more information.

### **Chinese Culture Student Club (Inactive)**

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

### **Circle of Sisters (COS)**

Circle of Sisters is an organization of women committed to personal and professional success. COS is committed to enhancing experiences, nurturing hopes, empowering futures, and providing opportunities for women at PCC to learn and grow. COS assists women in taking care of themselves, supporting each other, educating one another, and empowering each other. Bi-weekly meetings focus on different areas of leadership and development. Members attend workshops, assist in community service events, plan, and organize campus activities, and take part in leadership development opportunities. For more information on membership eligibility, please contact COS Advisor: Mecca Waller at (252) 493-7848.

### **Collegiate DECA**

Collegiate DECA is the student organization for the Marketing program. It is the college division of the high school DECA student organization. Students enrolled in the Marketing curriculum or students who have completed a marketing course are eligible to join. Members will have access to leadership, scholarship, travel, community, and competitive opportunities. There is no grade requirement for admission. For more information, contact Mandy Bowers (252) 493-7363, or visit the [National\\_Collegiate\\_DECA\\_website:](https://www.deca.org/college-programs/)

### **Collegiate Recovery Association at Pitt Community College**

The Collegiate Recovery Association at Pitt Community College is a student organization designed to offer support and resources for PCC students struggle with addictive behavior. It is comprised of PCC students interested in establishing and maintaining a supportive campus culture which reinforces recovery from addictive behaviors. The mission of the Association is to provide

community education, resources, affirmation, and advocacy for recovery. For more information, contact Cara Herrington at (252) 493-7654, or [cherrington@email.pittcc.edu](mailto:cherrington@email.pittcc.edu)

### **CovenantPCC**

CovenantPCC is a ministry to the college students of Pitt Community College and their friends in the college-age communities of Pitt County. Through Uptown events, small groups, and international outreaches, CovenantPCC is committed to helping students discover their identity, worth, and purpose in Jesus Christ. From the curious to the committed, we welcome all and cannot wait to meet our next friend. For more information, contact Joe Cox at (252) 717-4772, or visit our website: <https://www.covenant.cc/college/>

### **Cycling Club (Inactive)**

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

### **Drama Club**

The PCC Drama club is comprised of students, faculty and staff of PCC who come together to bring dramatic works to life here at PCC. There is at least one staged production in the Fall and Spring of each year, with smaller events from time to time. Those with a desire to be on-stage, off-stage and behind-the-scenes are all welcome to participate. For more information, contact Anthony Holsten at (252) 493-7624 or Michael Stephenson at (252) 493-7493.

### **Early Childhood Student Organization**

The Early Childhood Student Organization at Pitt Community College is an organization that focuses service, advocacy, and awareness activities to positivity affect children and families in our community. We strive to promote developmentally appropriate practices in early childhood settings, as well as empower families to be the best parents they can be. Though the sharing of information, volunteering, and fundraising, this organization raises awareness of the issues of families with young children while learning more about and connecting with resources in eastern North Carolina. This organization is open to all students majoring in Early Childhood Education. For more information, contact Melissa Rees at (252) 493-7276.

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

Elements of Praise Gospel Choir is an organization that highlights the musical talents of PCC students, faculty, and staff. The purpose of the organization is to expose others to gospel music and its various styles as an art form. The organization performs at various PCC functions as well as community events. Membership is open to all PCC students, faculty, and staff. For more information, contact RaSheeda Waddell at (252) 493-7844 or Michael Stephenson at (252) 493-7493.

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

The Engineering & Physical Science Club is an organization that works to further students' participation and education in engineering and physical science outside the academic classroom. This organization is open to all Pitt Community College curriculum students. For more information, contact Robert Neil at (252) 493-7711.

### **Environmental Science Club**

The Environmental Science Club affiliates with the Environmental Biology courses at PCC but is open to all students, faculty, and staff who wish to explore scientific topics and promote environmental awareness and sustainability. The Environmental Science Club participates in Fall Fest, Spring Fest, Earth Day, and other campus wide activities, as well as community-based projects such as BIG Sweep. Members are required to participate in all club activities and events. For more information contact Samantha Chauncey (252) 493-7270 or Donna Bivans (252) 493-7478.

### **FUSE College Ministry (Inactive)**

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

### **Gamma Beta Phi**

Gamma Beta Phi is a national honor, educational service organization chartered at Pitt Community College in 1975. Students must have a minimum 3.0 GPA with at least 12 semester hours completed and must be in a degree-granting program. The primary purpose of the society is to encourage scholastic efforts, reward academic merit, and to foster, disseminate and improve education through appropriate community service projects. Those eligible to join receive invitations to an informational meeting during the first third of the fall and spring semesters. For additional information, please visit the national website at [www.gammabetaphi.org](http://www.gammabetaphi.org). On campus contact Robert Tallo (252) 493-7316.

### **Global Student Club**

The Global Student Club is an organization of students, faculty, and staff who have an interest in the cultures of the world, have lived in or are from a foreign country, have an interest in foreign languages, or world issues. Its purpose is to create programming that promotes culture sharing, provide information and access for domestic students for study abroad, to serve as a support system for international students

### **Health Information Technology Student Association (HITSA)**

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

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

### **Healthy Eating Active Living (H.E.A.L.) (Inactive)**

The purpose of H.E.A.L. is to promote healthy eating and physical activity in order to improve the health of the body and mind of the students of Pitt Community College. H.E.A.L. offers students the opportunity to work with other students to learn, develop and share knowledge, skills, and opportunities to empower students to pursue a healthier lifestyle. Membership is open to all students. For more information, contact Jeff Ramey (252) 493-7231.

### **Latter Day Saint Student Association (Inactive)**

The LDSSA is a student organization sponsored by The Church of Jesus Christ of Latter-Day Saints and is available to all college-aged students interested in fellowship in a wholesome environment. The organization encourages and supports members in achieving their academic goals and maintaining a balanced life while on campus by participating in activities and services designed to help students understand and rely on the teaching and atonement of Jesus Christ. We welcome all faiths and encourage interested parties to come and join us in a friendly environment where we can study the gospel, enjoy the fellowship of friends, great snacks, service opportunities, and wholesome activities. For more information, contact the Coordinator of Student Engagement and Leadership (S.E.A.L.) at (252) 493-7440.

### **Mixed Martial Arts (MMA) (Inactive)**

The purpose of this club is to learn various forms of Martial Arts and blend it into one form. The club helps to get PCC students, faculty, and staff in shape to allow for a longer healthier lifestyle. This club is open to all curriculum students, faculty and staff of PCC who wish to participate in the sport of Mixed Martial Arts. For more information, contact the Coordinator of Student Engagement and Leadership (S.E.A.L.) at (252) 493-7440.

### **National Society of Leadership and Success (Sigma Alpha Pi)**

Sigma Alpha Pi is PCC's chapter of The National Society of Leadership and Success, a nationwide organization dedicated to creating long-term positive change in students' lives. Sigma Alpha Pi provides online presentations of some of the nation's top presenters, authors, and motivational speakers as they discuss topics such as leadership, creating a vision, and identifying goals. Students also benefit from additional leadership training and participation in peer coaching teams called Success Networking Teams. Contact Faith Fagan at (252) 493-7304 and visit [www.nsls.org](http://www.nsls.org)

### **NEXT LEVEL: Minority Male Success Initiative (MMSI)**

NEXT LEVEL: Minority Male Success Initiative (MMSI) is a place where any male student can come to discuss problems he may be having, get help with his course load, learn about the established programs on campus, or just relax in between classes. Any student, regardless of race, sex, ethnicity, sexual orientation, or religious beliefs is welcome to utilize the center as a forum for discussing issues pertaining to minority groups and learn more about diverse populations. Using weekly meetings, hands on activities, mentor relationships, peer tutoring, and self-evaluation, the program guides its participants toward achieving the highest levels of academic, professional, and personal development. In

order to be eligible for the NEXT LEVEL MMSI program you must be a full-time degree-seeking student. For more information, please contact the MMSI office at (252) 493-7506 or email: [pccnextlevel@my.pittcc.edu](mailto:pccnextlevel@my.pittcc.edu).

### **PCC Amateur Radio Club**

The Pitt Community College Amateur Radio Club seeks to encourage students and its members to explore all that the exciting field of amateur radio has to offer. Members learn the purpose and function of amateur radio in the local community, as well as the technologies used to provide communications both locally and internationally. Members also have access to the club's amateur radio station, K4PCC, which provides access to worldwide radio communications using voice, digital, Morse code, and more. For more information, contact Prentice Tyndall at (252) 493-7335 or [ptyndall@email.pittcc.edu](mailto:ptyndall@email.pittcc.edu).

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

This organization unites a common bond with students enrolled in classes with the Human Services occupational objectives. It seeks to develop a thoughtful, genuine, and empathetic attitude toward human beings and to expand and implement knowledge, skills, and attitudes necessary to help people help themselves. The PCCAHST is an affiliate of with the Southern Organization of Human Services (SOHS). For more information, contact Lynda Cole at (252) 493-7283 or Cara Herrington at (252) 493-7654.

### **PCC Association of Nursing Students (PCCANS)**

Pitt Community College Association of Nursing Students (PCCANS) is a pre-professional organization for nursing students. The purpose of PCCANS is:

1) To promote the professional image of nursing through participation in service, educational and leadership activities within the community, region and state; 2) To participate in community initiatives with focus on improving health care and the resolution of related social issues; 3) To promote and encourage collaborative relationships with nursing and health-related organizations including other regional and statewide nursing programs.

Membership in PCCANS is open to any PCC student accepted into or currently enrolled in the nursing program. Upon acceptance into the nursing curriculum, membership is highly encouraged, as it promotes the educational and professional growth essential for becoming a professional nurse. Dues are payable once per year through the parent organization of National Student Nurses Association (NSNA). For more information, contact Lynne Braxton at (252) 493-7337 or [lbraxton@email.pittcc.edu](mailto:lbraxton@email.pittcc.edu) or Jeanette Spence at (252) 493-7469 or [jspence@email.pittcc.edu](mailto:jspence@email.pittcc.edu).

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

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

### **PCC Association of Respiratory Therapy Students (PARTS)**

The Pitt Community College Association of Respiratory Therapy Students (PARTS) contributes to and promotes excellence in both respiratory therapy education and the Respiratory Care Profession, as well as promotes unity among all members involved. Students enrolled in the Respiratory Therapy Program may join by completing an application for membership. Contact Rusty Sugg at (252) 493-7379 or [wsugg@email.pittcc.edu](mailto:wsugg@email.pittcc.edu) for more information.

### **PCC Criminal Justice Association**

The Pitt Community College Criminal Justice Association is a service organization meant to establish and promote good fellowship among the members and the community as well as to encourage a high order of ethical standard and professional attainment. We support and carry out programs that will further the education of prospective criminal justice professionals as well as assist them in becoming well-rounded individuals able to make a significant contribution to the community in which they live. Membership is open to any currently enrolled PCC students or graduates of the criminal justice program. For more information, contact Sherri Joyner at (252) 493-7534 or Dawn Ellis at (252) 493-7718.

### **PCC Diagnostic Medical Sonography Club**

The Pitt Community College Diagnostic Medical Sonography Club is a student-operated organization comprised of current Diagnostic Medical Sonography students. The club's purpose is to encourage its members to become active participants in community services, cultivate their abilities to work as a cohesive group, and continue to develop their caring attitudes toward fellow students and the community. Contact Karen Speight at (252) 493-7635 or [kspeight@email.pittcc.edu](mailto:kspeight@email.pittcc.edu) for more information.

### **PCC Gender-Sexuality Alliance**

PCC Gender-Sexuality Alliance is an organization dedicated to raising awareness of the Pitt Community College gay, lesbian, bisexual, transgender and questioning (GLBTQ) community and their allies. Group activities include regular meetings, service projects, social events, awareness activities and attendance at statewide functions. Pitt Community College GSA welcomes all students to the group as a safe place to seek support as well as a safe place to express oneself. All students are welcome to join. For additional information, please join us on Facebook: PittCC Gender-Sexuality Alliance or contact [pccgsa@my.pittcc.edu](mailto:pccgsa@my.pittcc.edu)

### **PCC History Association**

The PCC History Association is an organization of students, faculty, and staff who have an interest in history. Its purpose is to offer opportunities for investigating, sharing, and preserving history. All PCC students, faculty, and staff are welcome to join. Activities can include regular informal gatherings, special lectures, documentary and history film showings, student presentations, special topics discussions, fundraisers, connecting with ECU Phi Alpha Theta, exploring local history, and much more. For more information, contact our Faculty Advisor Dr. Thomas Doumaux at (252) 493-7392 or email [tcdoumaux705@my.pittcc.edu](mailto:tcdoumaux705@my.pittcc.edu).

### **PCC Math Club**

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

### **PCC Music Club**

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

### **PCC Paralegal Association (PCCPA)**

Pitt Community College Paralegal Association (PCCPA) is a student organization affiliated with the North Carolina Paralegal Association, Inc. Students enrolled at least half time in the paralegal program may join, and there is no grade point requirement. For more information, contact Vicki Coleman at (252) 493-7495.

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

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

### **PCC Student Veterans Association**

The PCC Student Veterans Association is an organization in which student veterans can feel welcomed and receive the help needed in transitioning and becoming a more successful student. Its purposes are to provide information about programs that are available to help our veterans, to raise public awareness of the needs of our veterans and veterans' programs, and to raise money for veteran support programs throughout the community. This organization is open to all students who have served or are serving in the armed forces and for students who wish to show their support. For more information, contact Ken Peel at (252) 493-7620.

### **Phi Theta Kappa**

Phi Theta Kappa is the largest honor society in American higher education. Phi Theta Kappa's mission is two-fold:

- 1) Recognize and encourage the academic achievement of two-year college students and
- (2) Provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming. To be eligible for membership a student at PCC must complete a minimum of

twelve hours of non-developmental course work and earn a grade point average of 3.5 or higher. Students must maintain a high academic standing throughout their enrollment in the two-year college. For more information, go to [www.ptk.org](http://www.ptk.org) or contact Joy Moses-Hall (252) 493-7558 or Alison Davis (252) 493-7447.

### **Pitt Dance Team (Inactive)**

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

### **Pitt Game Development Association**

The purpose of this club is to form a community of people interested in subjects related to game development. By forming this community, we hope to provide the following benefits to members: having a group of similarly interested students for support; learning from students that are more experienced; a place for students to find groups or projects to work with; and a place for project leaders to find students willing to help. PGDA holds meetings for discussion of topics relative to gaming and game design/development, as well as how each stage of the game development cycle should proceed on our own games. For more information, contact Tim Bivans at (252) 493-7336.

### **Pitt Paranormal Research Association**

The Pitt Paranormal Research Association is a student organization devoted to investigating purportedly "haunted" sites. Applying common sense and critical thinking, if not strictly scientific methods, Association members attempt to experience and capture evidence of the paranormal. Just as importantly, Association members should have fun visiting locations reputed to be haunted, sharing evidence, and personal experiences during Association meetings. Interested students should contact Joe Clark (252) 493-7425 or Cathy Reynolds (252) 493-7715.

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

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

### **Rotaract**

The Rotaract Club is an international service organization committed to providing students with the opportunity to grow and serve their communities. Rotary International, an association of clubs made up of service-minded business and professional leaders, founded Rotaract in 1968. Rotaract Clubs enable Rotaractors to grow personally and professionally, address community needs, and promote international understanding through friendship and service. Students will have the opportunity to participate in local and international service trips. For more information, contact the Coordinator of Student Engagement and Leadership (S.E.A.L.) at (252) 493-7440.

## **SkillsUSA**

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

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

Pitt Community College Scholars of Global Distinction program is designed to help all students become global citizens who are prepared for academic and professional endeavors in the interconnected and interdependent world we live in today. Students develop global competencies and skills needed for work environments that increasingly focus on global issues. Students who complete the program will earn the Scholar of Global Distinction identification on their transcripts and be identified at graduation by wearing special regalia. For more information, contact Regina Garcia at (252) 493-7568 or email [rgarcia@email.pittcc.edu](mailto:rgarcia@email.pittcc.edu).

## **Spirit Club (Inactive)**

The objective of the Spirit Club is to unify students, alumni, and fans in support of Pitt Community College and its athletic programs. The Spirit Club enhances positive game-day atmosphere, motivates fan support, entertains the crowd, promotes school spirit, and represents PCC at community events. Cheer and dance squad members represent Pitt Community College at various sporting events and serve as ambassadors of the College. Selection of spirit club members depends on a number of criteria. To learn how to apply for membership, please contact an advisor or attend the informational meeting held every spring. Contact Starlena Fornis (252) 493-7689.

## **Student Ambassadors**

PCC selects ten to twelve each year to serve as student ambassadors for the college. The ambassadors serve as hosts and tour guides for special events. They also make presentations and assist with student recruiting. Students receive tuition scholarships and collegiate apparel in exchange for their services. Applicants selected must be legal US citizens, perform 3-5 service hours per week, maintain full-time status with a 3.2+ GPA, and uphold the highest standards of conduct as ambassadors for the college. Applications are available in the Institutional Advancement and PCC Foundation Offices as well as online. Contact John Bacon at (252) 493-7229 or John Carrere at (252) 493-7380 for more information or visit the PCC Student Ambassador website at [www.pittccfoundation.com](http://www.pittccfoundation.com).

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

The Student Government Association (SGA) serves as the student voice on campus. All students are encouraged to join. SGA elects officers annually, and the SGA president serves as an ex-officio member of the Pitt Community College Board of Trustees. Activities supported by the SGA include multi-cultural activities, school cookouts, leadership training and community projects. Funding for the activities of the Student Government Association comes from student activity fees. Contact the Coordinator of Student Engagement And Leadership (S.E.A.L.) at (252) 493-7440. Visit: <https://pittcc.edu/campus-life/student-activities/clubs-and-organizations/>

## **Student Leaders Embracing Education in Polysomnography (SLEEP)**

Pitt Community College Student Leaders Embracing Education in Polysomnography (SLEEP) is an organization that provides students the opportunity to promote and advance the Polysomnography Profession. The organization encourages personal, professional, and academic development through education and camaraderie among members. Students enrolled in the Polysomnography Program may join by completing an application. For more information, contact Bruce Warrender at (252) 493-7759 or [bwarrender@email.pittcc.edu](mailto:bwarrender@email.pittcc.edu)

## **Student Occupational Therapy Association (SOTA)**

Pitt Community College Student Occupational Therapy Association promotes academic excellence and offers a means by which its members can learn more about the profession of occupational therapy. The association also promotes community service awareness and opportunities. Students enrolled in the Occupational Therapy Assistant curriculum and students planning to enroll may join by completing an application for membership and paying dues. For more information, contact Wendy Perrini (252) 493-7458 or [wperrini@email.pittcc.edu](mailto:wperrini@email.pittcc.edu).

## **Students of Fine Arts (SOFA)**

Founded in 2010, the Students of Fine Art is dedicated to helping students expand their understanding of the Fine Arts, through events hosted on campus and in the local and regional community. Events included visiting artists and workshop demonstrations in a variety of media. The organization encourages personal, professional, and academic development through education and camaraderie among members. For more information, contact Gina Cox at (252) 493-7602.

## **Publications**

Pitt Community College publishes the following:

- College Catalog
- Student Handbook
- Program Sheets
- PCC Profile
- CareerFocus Magazine
- Annual Report

The Media Relations Department also posts news, photos, and videos on the PCC webpage, YouTube, and Facebook.

## **Campus Tours**

Campus tours are available for groups of 40 or less. Go online to <https://pittcc.edu/about-pcc/visit/> to make an appointment. Admission counselors accept walk-in appointments daily at the Craig Goess Student Center to provide information on areas of study and to assist students with the enrollment process.

## **Class Rings**

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

## Public Safety Information

### Crime Awareness and Campus Security Act Report

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

### Campus Watch Program

*Safety is everyone's responsibility.*

Campus Watch counts on students, faculty, and staff to organize themselves and works with PCC Campus Police to keep a trained eye and ear on their college campus, while demonstrating their presence at all times. Campus Watch works because it reduces opportunities for crime to occur and does not rely on altering or changing the criminal's behavior or motivation. PCC Campus Police and the Division of Student Development Services ask all students, faculty, and staff to collaborate in a PCC Campus Watch Program with an emphasis on crime prevention, warning signs, emergency preparedness and response systems. While many faculty and staff are excellent about contacting the Campus Police to report suspicious activities/persons, this program enlists more eyes and ears for a safer campus. If You See It – REPORT IT. Campus Police – First choice for reporting suspicious persons/activities 493-7777. Put that telephone number in your cell phone and faculty/staff keep this number near your office phone.

## Traffic Regulations

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

Music levels must be kept to a minimum in all vehicles on our campus. The campus parking lots and streets must be quiet zones to maintain decorum in classrooms. All criminal incidents and motor vehicles accidents are to be reported to the Campus Police located in the Campus Police Department, 139 Bulldog Run across from the GREAT bus stop, (252) 493-7777.

## Drone/Unmanned Aircraft Use on Campus

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

## PCC Alerts and Messaging

### Register for PCC Alerts and Messaging

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

You can register for it by clicking on the green "PCC Alerts" box under "Quick Launch" on the portal. Once you have logged in you will be prompted to add/or verify your contact information, including any additional email addresses you would like to add, your mobile phone number and mobile phone provider (carrier).

## School Closure

The college administration will make the decision as to whether or not to hold classes during periods of inclement weather or other emergencies. Such actions will not always coincide with announced closings of local public schools or other local colleges. Announcements will be posted on the Pitt Community College (PCC) website ([www.pittcc.edu](http://www.pittcc.edu)) and sent to the following local radio and television stations:

Radio: WNCT-FM 107.9

Television: WNCT-TV 9, WITN-TV 7, WCTI-TV 12, and WRAL-TV 5

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

PCC Telephone: (252) 493-7200

PCC Campus Alert: text message to your cell phone

When the college closes for inclement weather, all classes and activities at all locations are canceled. This includes classes taught at all off-campus locations. Health Science students should refer to program handbook for additional information. Students and employees should exercise personal judgment concerning highway conditions regardless of college announcements, particularly those commuting to outlying areas for clinical practice or other sites.

- When local colleges, universities, and K-12 institutions close, all PCC classes in those schools are canceled, even if PCC remains open.
- If PCC is open, Career and College Promise (CCP) students are expected to attend class, even if local K-12 schools are closed. This includes Technical Academy students.
- Early College High School (ECHS) students will operate according to the current articulation agreement between PCC and Pitt County Schools (PCS.)
- PCC classes taught on location at East Carolina University (ECU) will take place if PCC is closed but ECU remains open.

If there is a specific campus closure due to a circumstance other than inclement weather (gas leak, power outage, etc.) campuses and other college locations not impacted should continue to hold classes as scheduled.

If the college is closed, online classes may continue as scheduled, including online portions of hybrid and blended classes. If the college's Learning Management System (LMS) becomes inaccessible or widespread power outages occur, assignment due dates may be extended at the discretion of the instructor and/or division dean.

Late openings will start with classes normally taught at that hour. Students should report to their assigned class scheduled at that time. For example, if the college opens at 10:00 a.m. and a student's assigned class begins at 9:30, the student should report to that class at 10:00 a.m.

Curriculum and continuing education classes that are missed or not held for any reason, including inclement weather, will be rescheduled or the instruction will be made up by another alternative and documented on the Missed Class Make-Up Form. Alternatives may include extra class sessions, extended class sessions, individual conferences, alternate assignments, or other options approved by the college's administration. The approved make-up schedule will be given to the deans for distribution.

Classes that must make up time using an alternate make-up day should abide by the following conditions:

- Instructors requesting to meet for class make up on a holiday or during a college closure may do so only with prior written approval from the Vice President of Academic Affairs and Student Development Services.
- Space must be scheduled through the scheduling office prior to make-up meeting day.

College closure may change the census date of a class(es); however, the census date will only change when absolutely necessary. If there is ample time to make up class time prior to census, the census date will not change.

### **Student Rights and Responsibilities**

Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the curriculum from which they intend to graduate, for maintaining the grade average required and at all times knowing their academic standing, and for meeting all other degree requirements. Their advisors will counsel them, but the final responsibility remains that of the student.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student behavior. They are responsible for maintaining communications with Pitt Community College by keeping on file with the Admissions and Records Office at all times their current address and telephone number.

All students have the following rights:

1) Freedom to pursue their educational goals; 2) Freedom to inquire, assemble, and express their opinions; 3) Due process as provided in the fourteenth amendment of the US Constitution; 4) Un-prejudicial evaluation of academic performance (all students

are entitled to an explanation of the basis for grades); 5) The expectation of personal safety and protection of property while on campus; and 6) Continuity of the educational process.

All students have the following responsibilities:

1) Follow the student conduct policy and observe College regulations and policies; 2) Acquaint themselves with the criteria to meet graduation requirements of the College in his or her program; 3) Practice good citizenship; and 4) Ensure that address of record is current and correct.

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

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

### **Children on Campus Policy**

No visitor, student, faculty member, or employee of the college will bring their children or other children with him/her to class, to work, or to the college. Students, faculty, and staff are expected to arrange for their personal childcare away from the work site. Sick children are not to be brought on campus and unsupervised children must not be left in any area of the college including the cafeteria, parking lots, library, and athletic field, college activities and events that invite or encourage children on campus, such as athletic and other special events are, of course, exempt from this policy.

Violation of this policy at any of Pitt Community College's class locations will result in appropriate disciplinary measures. Students who violate this policy may be subject to enrollment terminated.

### **Student Involvement in College Decision Making**

The Office of the Vice President of Academic Affairs and Student Development Services and/or Assistant Vice President of Student Support will meet during Fall and Spring Semesters with a representative group of students to discuss issues, which directly affect students. The Office of the Assistant Vice President of Student Support and/or Assistant Vice President of Student Support may convene a larger group of students as needed for planning or problem-solving purposes. In addition, PCC conducts focus groups as needed to gather data for changes at the college that effect students.



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

At least annually, the president and vice presidents will meet with a representative group of student leaders to express concerns and exchange ideas in a program called “Chat with the Chief”.

For further information, contact the SGA Office, (252) 493-7440 or the Assistant Vice President of Student Support, (252) 493-7211.

### **Student Financial Aid Concerns**

Student should direct concerns regarding Title IV Higher Education Act financial aid or NC State financial aid programs to the Vice President of Academic Affairs and Student Development Services. Student may also direct concerns regarding Title IV Higher Education Act guidelines to the US Department of Education by calling 1-800-433-3243. Student may direct concerns regarding the NC State financial aid program to the NC State Education Assistance Authority, P. O. Box 14223, Research Triangle Park, NC 27709-4223.

### **Student Code of Conduct Policy**

#### **Statement of Expectation**

Each student of Pitt Community College is expected to conduct him or herself in accordance with the college policy to preserve PCC’s safe and supportive learning environment. The term “student” includes all persons registered for or enrolled in one or more courses at PCC, either for credit or non-credit. Pitt Community College has the right and responsibility to take necessary and appropriate action to support and protect the health and safety of the college community.

Students have a responsibility to review the Student Code of Conduct Policy, and other policies, and to seek clarification, if necessary, from the Office of the Assistant Vice President for Student Support. The Student Code of Conduct Policy, and other related policies and procedures may be found in the General College Catalog and Student Handbook. This Policy addresses student conduct and creates developmental learning opportunities in an effort to engage students in ethical decision-making.

In addition, various academic units and administrative departments have policies specific to their area of responsibility. PCC students are expected to abide by local, state, and federal laws, as well as college policies. PCC has the discretion to proceed with disciplinary action under this Code, in addition to any criminal or civil judicial proceedings.

Application of the Student Code of Conduct Policy will be consistent with the following values: 1) to prevent and reduce behavior that undermines student success that negatively impacts the educational mission of PCC; 2) to improve the health and safety of the campus community; 3) to provide timely intervention, support, and resources for students and; 4) to address activities of a student that clearly conflicts with the College’s mission.

### **Student Rights and Responsibilities**

All students are assured the following rights:

1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

All students are expected to meet the following responsibilities:

1) follow the student conduct policy and observe College regulations and policies; 2) acquaint themselves with the criteria to meet graduation requirements of the College in his or her program; and 3) practice good citizenship.

#### **Faculty and Staff Authority and Responsibility**

The primary responsibility for managing the classroom and campus facilities rests with the faculty and staff of Pitt Community College. If a student violates the Student Code of Conduct Policy, the faculty or staff member is **required** to report these violations to the Office of the Assistant Vice President of Student Support via the **Student Code of Conduct Report Form**.

#### **Prohibited Student Conduct**

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

1. Academic Dishonesty (aiding and abetting, cheating, and/or plagiarizing)
2. Alcoholic Beverage and Illegal Substances – Possession, sell, under the influence and/or use)
3. Canvassing
4. Coercing Behavior
5. Complicity (accessory, aiding and abetting, attempt, conspiracy, hiring, and/or willfully encouraging)
6. Computer Misuse (anonymous posts, degrading/disrupting, financial/commercial gain, illegal activity, inappropriate use, privacy invasion, unauthorized access/use, unwarranted use/display of inappropriate content, vandalism, and/or wastefully using finite resources)
7. Damage (College, employee, and/or student property)
8. Relationship/Dating Violence\*
9. Discrimination
10. Disruptive Behavior (excessive talking, learning environment, and/or syllabus violation)
11. Domestic Violence\*
12. Excessive Noise (driveways, hallways, parking areas, and/or walkways)
13. Facilities Misuse
14. Failure to Comply
15. False Information
16. Fighting
17. Gambling
18. Harassment (Non-sexual)
19. Hazing
20. Intimidating Behavior
21. Peddling
22. Profanity
23. Sexual Misconduct (assault/battery, exploitation, harassment, non-consensual contact, or intercourse) \*

24. Soliciting
25. Stalking\*
26. Theft (College, employee, and/or student property)
27. Threatening Behavior
28. Trespassing
29. Tobacco Use
30. Vandalism
31. Violent Behavior
32. Weapons (possession and/or use)

The violations that are labeled with an asterisk (\*), are considered as violations to the College's Title IX: Sex Discrimination & Sexual Misconduct Policy.

If you have a concern of an immediate threat, please call Campus Police at 252-493-7777 or 911.

### **Student Conduct in Online Courses, Discussions, and Chat Rooms**

The instructor's responsibility for managing online student behavior is no different from managing student behavior in a traditional classroom setting. Disruptive, intimidating, or uncivil student conduct that interferes with classroom procedures, the presentation of the instructor or other students, and another student's right to pursue coursework in the online environment, is a violation of the Pitt Community College Student Code of Conduct Policy.

Instructors have ultimate control over online classroom behavior and may temporarily dismiss or remove from the classroom any student engaged in disruptive conduct. Consideration of the temporary suspension from the class must be discussed with the department chair or dean, and the Senior Director of Student Advocacy, and/or Assistant Vice President of Student Support before a student is permanently removed from the class for conduct reasons.

PCC Campus Police, or other appropriate law enforcement entities, should be informed immediately if an online student communicates a threat or discloses that they are considering harming themselves or others.

### **Conduct Sanctions**

Students who are found responsible for violating the Student Code of Conduct Policy will be sanctioned. These sanctions are accompanied with a specific conduct status based on the nature of the violation. These conduct statuses are as follows:

1. Conduct Warning
2. Conduct Probation
3. Conduct Dismissal (Suspension/Expulsion) - A student may be dismissed (suspended or expelled) from the College for conduct which is not in the best interest of the student, or of the College. Suspension is a temporary dismissal from the College for a designated period of time, which includes no trespassing on any sites operated by the College until the suspension term is complete, and the student disciplinary hold is removed. Expulsion is a permanent dismissal from the College, which includes no trespassing on any sites operated by the College. Suspended students who successfully petition their return to the College are immediately placed on conduct probation. If a student is dismissed (suspended or

expelled), notification will be provided to the following: the student, Campus Police, and the President's Leadership Team. The President's Leadership Team is also informed to share this information with employees within their respective divisions.

Students that are sanctioned may also be subject to restrictions, obligations, and/or assigned tasks specific to their conduct violations. These restrictions, obligations and/or assigned tasks include but are not limited to no trespassing, no-contact orders, restitution, educational tasks, community service, and counseling. Students who fail to comply with the sanction guidelines that have been issued will have a disciplinary hold placed on their account, until their sanction(s) are complete.

### **Due Process**

All students are entitled to due process. Due process provides students with the following rights:

1. Be advised in writing of all alleged violations.
2. Be advised of the identity of the individuals who will be present at the hearing.
3. Be informed of any evidence provided at any stage of the investigation.
4. Be provided written notification of the charges at least two (2) business days prior to any hearing or administrative review on the charge.
5. If a student is a minor, a copy of the written notification shall be sent to the parents/guardians of this student.
6. Inform the student that they are presumed not responsible until proven responsible by the preponderance of the evidence.
7. Request a delay of the hearing for extenuating circumstances only, which will be granted at the discretion of the Hearing Officer.
8. Admit responsibility for any, or all of the violations.
9. Present relevant evidence and witnesses.
10. Request an alternate Hearing Officer with the same disciplinary authority as the initial Hearing Officer, if it can be proven that there may be bias.
11. Appeal a decision based upon the guidelines stated in the outcome correspondence received by the student.

Please note that these rights concerning due process are subject to differ from those incidents of alleged sexual misconduct. For more information, please review the Title IX: Sex Discrimination and Sexual Misconduct Policy.

Although students have rights throughout due process, the following responsibilities are expected:

1. The responsibility to be honest and direct in communicating with individuals involved in the process.
2. The responsibility to review pertinent conduct policy and procedures, and to seek clarification if necessary.
3. The responsibility to respond in a timely manner to PCC's requests for information, to promptly attend or schedule meetings when requested, and to arrive on time for scheduled meetings.
4. The responsibility to provide the Hearing Officer with pertinent information that could be considered in the review of the alleged violation(s).
5. The responsibility to participate in the conduct process in a manner that is civil and respectful.

## Grade Appeals

Appeals for grades are not grievable unless the grade was determined by arbitrary, capricious, discriminatory, or otherwise unreasonable means. Students must provide sufficient evidence to support an appeal for a grade change. This appeal must be done within 10 days of receipt of the grade.

## Conduct Appeals

Students who question the fairness of the disciplinary action taken against them are entitled to submit an appeal. This process is ignited via submission of a written appeal to the official listed in the student's conduct outcome correspondence. The provisions of the appeal process will be applicable to all actions involving warning, probation, and dismissal (suspension/expulsion).

Students who appeal the initial sanction issued by the Senior Director of Student Advocacy are informed of their right to submit a written request for an appeal to the Assistant Vice President of Student Support. The Assistant Vice President of Student Support will then serve as the Appellate Officer. The Appellate Officer must receive this written request for an appeal within 10 business days of when the initial sanction was issued. Any student who submits a written request for an appeal may have their request granted, but it is not guaranteed. This decision will be made by the Assistant Vice President of Student Support, and if granted, the Appellate Officer's decision is final.

There is the potential that an initial sanction could be issued by the Assistant Vice President of Student Support. Students who desire to appeal the initial sanction issued by the Assistant Vice President of Student Support are informed of their right to submit a written request for an appeal to the Vice President of Academic Affairs and Student Development Services, who will then serve as the Appellate Officer. The Vice President of Academic Affairs and Student Development Services must receive this written request for an appeal within 10 business days of when the initial sanction was issued. Any student who submits a written request for an appeal may have their request granted, but it is not guaranteed. The Vice President of Academic Affairs and Student Development Services' decision is considered final.

## Judicial Review Board and Hearing Process

In an effort to share the responsibility and ensure the due process that all students have a right to, there are also formal judicial board hearings. This Board is composed of two separate entities, which are tied to specific violations. The Judicial Review Board for violations of non-sexual misconduct are composed of the Board Chair, faculty, staff, as well as students. The Judicial Review Board for violations of sexual misconduct are composed of the Board Chair, faculty, and staff. This board also includes a host of alternates in the event there is a conflict of interest, including representatives from each of the College's academic divisions.

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

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

1. All participants are asked to familiarize themselves with the College's Student Code of Conduct Policy printed in the Pitt Community College General Catalog.
2. Participants and Board members will be informed of the convening of a Judicial Review Board hearing no less than 10 business days of the scheduled hearing.
3. The purpose of the hearing is to address a student's potential sanction of conduct dismissal (suspension or expulsion).
4. If participants are unavailable to attend this hearing, they are required to request a reasonable postponement by contacting the Office of the Assistant Vice President of Student Support in writing no less than five (5) business days prior to the hearing. This request should include a justifiable explanation for this request, as well as an alternate date and time. The approval of this postponement will be determined by the Office of the Assistant Vice President of Student Support. If the postponement request is not received by this deadline, the Judicial Review Board Hearing will continue as scheduled and a determination will be made in the participant's absence.
5. If participants have any witnesses that will testify on their behalf relating only to the appeal in question, participants are required to submit those names to the Office of the Assistant Vice President of Student Support no later than five (5) business days prior to the hearing, including the nature of his/her testimony.
6. Participants have the right to bring an advisor/consultant to the hearing. This individual may not speak on the participants behalf; their role is only to counsel, advise and support. Participants are required to submit those names to the Office of the Assistant Vice President of Student Support no later than five (5) business days prior to the hearing.
7. Please note that the conduct sanctions that have been previously applied prior to the board hearing will remain until told otherwise based on the outcome of the hearing.
8. Participants will be notified of the Board's outcome no later than three (3) business days of the conclusion of the hearing. The Judicial Review Board's decision is considered final.

## Judicial Review Board Hearing Script

During a Judicial Review Board hearing, a script is drafted in order for the Board Chair to facilitate the meeting. The Judicial Review Board Hearing Script will be provided to all participants no later than five (5) business days of the convening of a Judicial Review Board Hearing.

For any questions regarding the Judicial Review Board or the Judicial Review Board hearing process, please contact the Office of the Assistant Vice President of Student Support.

## Petition to Re-Enroll

Students who seek to re-enroll after being dismissed from the College must petition for their return. The timeline in which a student may petition is listed in the dismissal correspondence issued to the student. This student requesting to return to PCC must submit this petition in writing at least two weeks prior to your anticipated clearance date. This petition should address the

following: (1) why the student wishes to be cleared, (2)) how has the student utilized their time during their separation from the College, (3) what the student has learned about themselves while being separated from the College, (4) what the College can expect moving forward from the student and (5) what are the student's personal and academic goals once they return. This petition must be submitted in writing to the Office of the Assistant Vice President of Student Support. All students who are cleared to return to the College will return on conduct probationary status.

## Written Student Complaints Policy

### Student Complaint Purpose and Procedure

Students are encouraged to resolve issues at an informal level by discussing the concern with the other party identified as causing or contributing to the complaint. If the issue/complaint is not resolved at the informal level – no later than 3 business days after the alleged incident – a written statement of the complaint should be filed with Senior Director of Student Advocacy and/or Assistant Vice President of Student Support. Students are required to report these complaints via the Student Complaint Report Form. If the Student Complaint Procedure/Due Process is followed as indicated below, the Office of the Senior Director of Student Advocacy and/or Assistant Vice President of Student Support will respond in writing to written student complaints within 10 business days.

#### Purpose

The purpose of the student complaint procedure is to provide a system to channel student complaints against faculty, staff (support and administrative) or students concerning the following:

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences, or behavior.
2. Sexual misconduct.
3. Academic matters, excluding individual grades except where the aforementioned conditions apply.

#### Procedure (Student – Faculty/Staff)

Step 1. The student must go to the instructor or staff member where the alleged problem originated, except complaints of sex discrimination and sexual misconduct (refer to Title IX: Sex Discrimination & Sexual Misconduct Policy). An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within three (3) working days of the incident which generated the complaint.

Step 2. If the complaint is not resolved at the conference with the instructor or staff member, the student should meet with the faculty or staff member's direct supervisor within three (3) working days after satisfying Step 1. As part of the effort to

resolve the issue, the supervisor will consult with the Respondent in an effort to resolve the complaint.

Step 3. If the complaint is not resolved at the conference with the direct supervisor, the student may file a written complaint via the Student Complaint Report Form. The completed complaint form must be submitted within three (3) working days after satisfying Step 2. As part of the effort to resolve the issue, the Senior Director of Student Advocacy and/or Assistant Vice President of Student Support will begin the investigation process, which will include any bystanders and those alleged to be involved.

#### Procedure (Student – Student)

Step 1. The student must meet with the student with whom the alleged problem originated, except complaints of sex discrimination and sexual misconduct (refer to Title IX: Sex Discrimination & Sexual Misconduct Policy). An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within three (3) working days of the incident which generated the complaint.

Step 2. If the complaint is not resolved at the informal conference between the students, the student should submit a grievance to the Office of the Senior Director of Student Advocacy and/or Assistant Vice President of Student Support via the **Student Complaint Report Form**, explaining in detail the reasoning for the submission, within three (3) working days after satisfying Step 1. As part of the effort to resolve the issue, the Office of the Vice President of Student Development Services will begin the investigation process, which will include any bystanders and those alleged to be involved.

Step 3. If the complaint is not resolved after the investigation is complete, the Complainant may be provided the opportunity to present their case to the Judicial Review Board but is not guaranteed. This decision will be made within the Office of the Senior Director of Student Advocacy and/or Assistant Vice President of Student Support. If a hearing is granted, the Board's decision is considered final.

#### For more information, please contact:

##### Kimberly Williamson, Ed.D.

Senior Director, Student Advocacy

Telephone: 252-493-7217

E-mail: kwilliamson@email.pittcc.edu

##### Jasmin L. Spain, M.Ed.

Assistant Vice President, Student Support

Telephone: 252-493-7211

E-mail: jlspain@email.pittcc.edu

## TITLE IX: SEX DISCRIMINATION AND SEXUAL MISCONDUCT POLICY

### Legal Requirements

Title IX is a federal law that applies to educational institutions receiving federal financial assistance and prohibits discrimination on the basis of sex in an educational institution's programs or activities, including employment, academic, educational, extracurricular and athletic activities (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of sex discrimination. Title IX

requires colleges to take necessary steps to prevent sexual assault on their campuses, and to respond promptly and effectively when an assault is reported.

The Clery Act requires colleges to report annual statistics on crime, including sexual assault and rape, on or near their campuses, and to develop and disseminate prevention policies. Violence Against Women Act (VAWA)/Campus Sexual Violence Elimination Act (SaVE) clarifies that "sexual violence"

includes domestic violence, dating violence and stalking, which must be included in campus Clery reports, and also requires that institutional policies address and prevent sexual violence through training, education, and certain discipline procedures.

Together, these laws require PCC to:

1. Publish and widely disseminate a notice of nondiscrimination on the basis of gender or sex.
2. Designate employees to coordinate Title IX compliance (including compliance with VAWA/Campus SaVE Act, and all other relevant sexual discrimination/ harassment/ violence legislation).
3. Adopt appropriate complaint and investigation procedures. Implement education and prevention programs for students and employees.
4. Provide resource programs for Complainants and Respondents of sexual misconduct.
5. Provide written rights, options and information to Complainants and Respondents of sexual misconduct.
6. Provide training to the campus community on how to prevent, identify and report sex discrimination, including sexual misconduct.
7. Provide training to relevant staff and faculty who participate in the adjudication process of alleged violations of sex discrimination, including sexual misconduct.

## Definitions

1. **Complainant:** A person who reports he or she has been subjected to, or has experienced, an alleged violation of sexual misconduct, and/or not limited to discrimination, harassment, or related retaliation.
2. **Consent:** A voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.
3. **Domestic Violence:** Domestic violence is abuse committed against someone who is a current or former spouse; current or former cohabitant; someone with whom the Complainant or Respondent shares a child; someone with whom the Complainant or Respondent has or had a dating or engagement relationship; or a person similarly situated under domestic or family violence law.
4. **Gender Discrimination:** Acts of intimidation, bullying, aggression, or hostility based on gender or gender-stereotyping, even if the acts do not involve conduct of a sexual nature.
5. **Intercourse:** Vaginal or anal penetration by a penis, object, tongue or finger, or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
6. **Non-Consensual Sexual Contact:** Any intentional sexual touching, however slight, by an individual upon another, or with an object, that is without consent and/or by force or coercion.
7. **Non-Consensual Sexual Intercourse:** Any sexual intercourse, however slight, by an individual upon another,

or with an object, that is without consent and/or by force or coercion.

8. **Relationship or Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
9. **Respondent:** A person who is alleged to have committed acts of sexual misconduct, and/or not limited to discrimination, harassment, or retaliation.
10. **Retaliation:** an adverse action that is taken against an individual for engaging in protected activity.
11. **Sexual Assault:** An actual, attempted, or threatened sexual act with another person without the person's consent.
12. **Sexual Contact:** Intentional contact with the breasts, buttocks, groin, or genitals such as touching another with any of these body parts or making another person touch you with or on any of these body parts, and/or any intentional bodily contact in a sexual manner, though not necessarily involving contact with breasts, buttocks, groin, genitals, mouth, or other orifice.
13. **Sex Discrimination:** Actions that subject individuals to improper and unequal treatment on the basis of their sex, including but not limited to the improper exclusion of individuals from College activities.
14. **Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.
15. **Sexual Harassment:** Conduct of a sexual nature that includes unwelcomed sexual advances, requests for sexual favors, verbal, non-verbal, physical conduct of a sexual nature that creates a hostile environment that limits one's ability to achieve their education goals and/or participate in or benefit from the services, activities or opportunities offered by the College.
16. **Sexual Misconduct:** Refers to sexual discrimination, assault, harassment, and/or other sexual violence.
17. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or suffer substantial emotional distress.

## College Commitment

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

## Whom to Contact

Students, faculty, staff, bystanders, guests, and visitors are encouraged to report sexual misconduct or sexual discrimination that occurs on or off campus. Campus contacts are as follows:

### Student Point of Contact

**Jasmin Spain, Title IX Coordinator**

Assistant Vice President, Student Support

Telephone: 252-493-7211

E-mail: [jlspain@email.pittcc.edu](mailto:jlspain@email.pittcc.edu)

**Dr. Kimberly Williamson, Title IX Coordinator**

Senior Director, Student Advocacy

Telephone: 252-493-7217

E-mail: [kwilliamson@email.pittcc.edu](mailto:kwilliamson@email.pittcc.edu)

**Montez Bishop, Title IX Investigator**

Coordinator, VISIONS/College Programs

Telephone: 252-493-7840

E-mail: [sbishop@email.pittcc.edu](mailto:sbishop@email.pittcc.edu)

**Erin Harvey, Title IX Investigator**

PCS Early College HS Liaison

Telephone: 252-493-7827

E-mail: [eharvey@email.pittcc.edu](mailto:eharvey@email.pittcc.edu)

**Dr. Shakeena White, Title IX Investigator**

Director, First-Year Experience, Admissions and Advising

Telephone: 252-493-7322

E-mail: [swhite@email.pittcc.edu](mailto:swhite@email.pittcc.edu)

**Steffen McGhee, Title IX Investigator**

Coordinator, VISIONS/Pilot Program

Phone: 252-493-7831

E-mail: [smcghee@email.pittcc.edu](mailto:smcghee@email.pittcc.edu)

**Olivia Sutton, Sexual Misconduct Complainant Advocate**

Lead Counselor, Student Advocacy

Telephone: 252-493-7222

E-mail: [osutton@email.pittcc.edu](mailto:osutton@email.pittcc.edu)

**Campus Police**

252-493-7777

### Employee Point of Contact

**Dr. Ina Rawlinson, Title IX Compliance Officer**

Vice President, Human Resources

Telephone: 252-493-7682

E-mail: [irawlinson@email.pittcc.edu](mailto:irawlinson@email.pittcc.edu)

**Stephanie Robertson, Title IX Investigator**

Human Resources Specialist

Telephone: 252-493-7753

Email: [srobertson@email.pittcc.edu](mailto:srobertson@email.pittcc.edu)

For employees, see the Pitt Community College Employee Manual for information about sexual misconduct.

## Confidentiality

The College will respect the confidentiality of the Complainant and the Respondent as much as possible. Students who wish to report sexual misconduct should be aware that employees on

campus have reporting responsibilities and are required to contact the College's Title IX Coordinator when they become aware of sexual misconduct. The Title IX Coordinator, with the Complainant's consent, will contact the necessary parties and discuss the issues surrounding the case if it becomes apparent that an alleged violation has occurred. The Title IX Coordinator may also refer the Complainant to the College's Sexual Misconduct Victim Advocate for support and counseling. The relationship between the Complainant and the advocate is confidential in nature, and information is only shared with the Complainant's consent.

## Bystander "Duty to Report"

Pitt Community College students and employees have a "duty to report" sexual misconduct or sex discrimination that occurs on or off campus. Bystanders/Witnesses are required to:

1. Report what they know to the Title IX Coordinator.
2. Give accurate and truthful information about what was reported, witnessed, and/or shared.
3. Maintain documentation regarding any matters involving sexual misconduct, discrimination, or harassment.
4. Maintain impartiality through avoidance of expressing opinions about all parties involved.
5. Maintain privacy, however, not make promises regarding complete confidentiality.

Any act of retaliation by a Pitt Community College employee, or student, against another involved party using the applicable procedures, interferes with free expression and violates PCC policy. Accordingly, members of the college community are prohibited from acts of retaliation against those who file or are involved as Bystanders/Witnesses. If someone feels that they have been retaliated against because of their participation in this process, it is their right to file a complaint of retaliation to the Title IX Coordinator.

## Reporting Process

If a student or employee has knowledge of an alleged sexual misconduct violation, all parties **have a duty to report** this violation to the Title IX Coordinator via the **Student Code of Conduct Report Form**.

When an individual reports sexual misconduct (that occurred on or off campus), he or she has the right to expect the college to take immediate and appropriate steps to investigate and resolve the matter promptly and equitably. Pitt Community College strongly encourages individuals to report sexual violence or discrimination directly to the appropriate campus Title IX Coordinator.

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

After the initial report, the Title IX Coordinator will strongly make an attempt to adjudicate and notify the Complainant and the Respondent of the outcome of the investigation within 60 days

from the date of the report. Please note that this timeline may be extended. If so, all parties will be informed.

## **Roles and Responsibilities**

### **Role of Title IX Compliance Officer**

Oversees all complaints of sexual misconduct and sex discrimination, including related investigations, interim and/or ultimate remedies, resolution, and coordination with disciplinary decision-makers regarding any resulting discipline against the Respondent.

Works with appropriate campus committees to provide employees and students with educational programs and information, as required by Title IX, the VAWA/Campus SaVE Act, and other applicable laws.

Reviews the outcome of employee and student disciplinary proceedings involving cases of alleged sexual misconduct and sex discrimination, to determine whether any additional remedies need to be provided to the Complainant.

Makes the determination whether there are grounds for an appeal if a Complainant or Respondent chooses to appeal the outcome of a case.

### **Role of Title IX Coordinator**

Receives all initial complaints of sexual misconduct and sex discrimination and makes the determination if the alleged sexual misconduct or sexual discrimination warrants an investigation. Assigns investigators to each Title IX case. Receives and reviews all investigative reports and renders the outcome of the investigation to the Complainant and the Respondent. Tracks and monitors incidents of sex discrimination, gender-based harassment, and sexual misconduct.

If an appeal is granted, the process of convening a Judicial Review Board will be coordinated by the Title IX Coordinator. The Title IX Coordinator will provide all information pertaining to this convening in an effort for all parties involved to have reasonable time for preparation.

Identifies, and addresses, any systemic or other patterns of sexual misconduct and sex discrimination, and implementing corrective measures, as appropriate.

### **Role of Title IX Investigator**

Investigates allegations related to the Title IX policy against students and employees from assignment to suggested findings. This includes creating an investigative plan, conducting witness interviews, making credibility assessments, preparing, and presenting the Title IX Investigation report and appropriate supporting documents, and communicating with the parties' while protecting the neutrality, integrity, and privacy of the investigation.

Meets with all parties involved on a regular basis to determine what interim steps should be taken to protect him/her from any hostile or unsafe environment resulting from alleged violations of sexual misconduct and sex discrimination and ensures that such steps are taken. PCC cannot guarantee an individual's safety but will make reasonable accommodations to help prevent such activities from occurring.

Provides on-going updates regarding the status of complaints and investigations to the Title IX Coordinator, and appropriate College employees assisting with the College's response to Title IX matters.

### **Role of Campus Police**

Any individual has the right to report an alleged violation of sexual misconduct (that occurs on or off campus) to the College's Campus Police Department as a crime. A delay in reporting may result in the loss or destruction of evidence; so it is important that the individual report an incident as soon as possible. Immediate reporting is also important if the Complainant wishes to take further action against the Respondent.

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

The Campus Police Department can be contacted at 252-493-7777.

### **Role of the Sexual Assault Victim's Advocate**

When a Complainant makes a report of sexual misconduct or sex discrimination (that occurs on or off campus), he or she should be encouraged to seek the support of the Sexual Misconduct Victim Advocate. The advocate provides free and confidential counseling services to the Complainant. They are also able to connect Complainants to resources on and off campus aimed at supporting individuals who have experienced sexual misconduct or sex discrimination. The victim's advocate will explain the campus' "duty to report" policy and will help the Complainant access additional resources, such as medical care, roles of the Title IX office, Campus Police, assist with academic issues, and community support programs as needed.

For Complainants, Olivia Sutton can be contacted at 252-493-7222 or [osutton@email.pittcc.edu](mailto:osutton@email.pittcc.edu).

Support is also offered to the Respondent by contacting PCC Counseling Services at 252-493-7809 or [pccounseling@email.pittcc.edu](mailto:pccounseling@email.pittcc.edu).

## **Complainant Rights**

1. A Complainant may file a police report at any time during the duration of a Title IX investigation. The Title IX investigation will continue to move forward during a criminal investigation.
2. The Complainant will be encouraged to submit a written formal complaint against the Respondent.
3. The College will protect the Complainant and take immediate action to protect individuals in the educational setting.
4. The Title IX Coordinator and/or designee will notify the Respondent that they are to have no contact with the Complainant.

5. If the Complainant does not wish to proceed with a formal written complaint, the Title IX Coordinator will continue the formal investigation should the preliminary facts warrant. The Title IX Coordinator and/or designee will explain to the Complainant that without their cooperation, a full investigation will be limited. The Title IX Coordinator and/or designee will also explain that the College's obligation is to investigate and document the allegations.
6. The Title IX Coordinator and/or designee may decide that provisions will be put in place to attempt to ensure that the Complainant remains safe from retaliation or harm during the investigation.
7. The Complainant will be given guidance at the start of the investigation, ensuring due process rights for all parties.
8. Should the Title IX Coordinator find that a conflict of interest exists between the Complainant and any member of the Title IX staff assigned to a particular case, before or during the investigation process, an alternate designee will be assigned.
9. The Title IX staff will abide by the College's FERPA standards in all investigative processes as it relates to Title IX cases involving a student.
10. The Complainant and the Respondent will be provided with a resolution that is supported by the preponderance of evidence. The Title IX Coordinator will provide a written summary of the resolution to the Complainant and Respondent following the completion of the investigation.
11. Upon completion of the investigation, all parties will have the right to appeal within 10 business days.

### **Respondent Rights**

1. The Respondent will have the right to bear witness.
2. The Title IX Coordinator and/or designee may decide that provisions will need to be put in place to attempt to ensure that the Respondent remains safe from retaliation or harm during the investigation.
3. The Respondent will be given guidance at the start of the investigation, ensuring due process rights for all parties.
4. Should the Title IX Coordinator find that a conflict of interest exists between the Respondent and any member of the Title IX staff assigned to a particular case, before or during the investigation process, an alternate designee will be assigned.
5. The Title IX Office will abide by the College's FERPA standards in all investigative processes as it relates to Title IX cases involving a student.
6. The Complainant and the Respondent will be provided with a resolution that is supported by the preponderance of evidence. The Title IX Coordinator will provide a written summary of the resolution to the Complainant and Respondent following the completion of the investigation.
7. Upon completion of the investigation, all parties will have the right to appeal within 10 business days.

### **Appeal Process**

Complainants or Respondents who question the outcome of the investigation are entitled to submit an appeal. This process is initiated via submission of a written appeal to the Title IX

Compliance Officer within 10 business days of the rendered outcome of the case. The provisions of the appeal process will be applicable to all actions involving warning, probation and dismissal (suspension/expulsion).

Grounds for appeal include the ability to (1) prove that there was a procedural error in the investigation, (2) provide new evidence not reasonably available at the time of the investigation, which had it been, may have altered the outcome, and (3) prove that the outcome was determined by arbitrary, capricious, discriminatory or otherwise unreasonable means. Exercising one's right not to attend the hearing, nor participate in it, does not constitute new evidence.

Students who appeal sanctions of sexual misconduct may be provided the opportunity to present their case to the Judicial Review Board but is not guaranteed. This decision will be made within the Office of the Assistant Vice President of Student Support

. If a hearing is granted, the Board's decision is considered final.

### **Judicial Review Board and Hearing Process**

In an effort to share the responsibility and ensure the due process that all students have a right to, there are also formal judicial board hearings. This Board is composed of two separate entities, which are tied to specific violations. The Judicial Review Board for violations of non-sexual misconduct are composed of the Board Chair, faculty, staff, as well as students. The Judicial Review Board for violations of sexual misconduct are composed of the Board Chair, faculty, and staff. This board also includes a host of alternates in the event there is a conflict of interest, including representatives from each of the College's academic divisions.

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

1. All participants are asked to familiarize themselves with the College's Title IX: Sex Discrimination & Sexual Misconduct Policy printed in the Pitt Community College General Catalog.
2. Participants and Board members will be informed of the convening of a Judicial Review Board hearing no less than 10 business days of the scheduled hearing.
3. The purpose of the hearing is to address the outcome of a case.
4. If participants are unavailable to attend this hearing, they are required to request a reasonable postponement by contacting the Title IX Coordinator in writing no less than five (5) business days prior to the hearing. This request should include a justifiable explanation for this request, as well as an alternate date and time. The approval of this postponement will be determined by the Title IX Coordinator. If the postponement request is not received by this deadline, the Judicial Review Board Hearing will continue as scheduled and a determination will be made in the participant's absence.
5. If participants have any witnesses that will testify on their behalf relating only to the appeal in question, participants are required to submit those names to the Title IX Coordinator no later than five (5) business days prior to the hearing, including the nature of their testimony.



6. Participants have the right to bring an advisor/consultant to the hearing. This individual may not speak on the participants behalf; their role is only to counsel, advise and support. Participants are required to submit those names to the Title IX Coordinator no later than five (5) business days prior to the hearing.
7. Please note that the conduct sanctions that have been previously applied prior to the board hearing will remain until told otherwise based on the outcome of the hearing.
8. Participants will be notified of the Board's outcome no later than three (3) business days of the conclusion of the hearing. The Judicial Review Board's decision is considered final.

### **Judicial Review Board Hearing Script**

During a Judicial Review Board hearing, a script is drafted in order for the Board Chair to facilitate the meeting. The Judicial Review Board Hearing Script will be provided to all participants no later than five (5) business days of the convening of a Judicial Review Board Hearing.

For any questions regarding the Judicial Review Board or the Judicial Review Board hearing process, please contact the Title IX Coordinator.

### **Preventing Sexual Harassment**

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

Admission to a College carries with it special privileges and imparts special responsibilities apart from those rights and duties enjoyed by non-students. Students are expected to behave in a manner that is conducive to the mission of the College. In recognition of the special relationship that exists between the College and the academic community, Pitt Community College's Board of Trustees has authorized the President to take such action that may be necessary to maintain campus safety and preserve the integrity of the College.

### **Prevention and Training Programs**

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

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

Campus programming will be facilitated by the Men's Resource Center and Women's Resource Center.

### **Frequently Asked Questions**

#### **1. To whom should I report that I have experienced an act of sexual misconduct?**

If you have experienced an act of sexual misconduct, and you would like to make a report, contact the appropriate Title IX Coordinator or Campus Police.

#### **2. What should I do if I have been sexually assaulted?**

Seek medical attention immediately. Upon reporting to the hospital, the medical staff will alert the Pitt County Sexual Assault Response Team (SART). SART consists of nurses, police officers, investigators, and sexual assault victim advocates who are specifically trained to work with victims of sexual assault. This does not obligate you to pursue charges against the Respondent.

Once you return to PCC, contact the appropriate Title IX Coordinator to make a report of sexual misconduct that occurred on or off campus. If you wish to make a report to Campus Police, the appropriate Title IX Coordinator can assist you with this process and link you to campus resources for support.

#### **3. Will my complaint remain confidential?**

Your privacy is a priority; however, some information must be disclosed in order to fully investigate a complaint. PCC employees are also required to follow the "duty to report" policies. You are welcome to discuss your concerns regarding confidentiality with the appropriate Title IX Coordinator or the campus Sexual Misconduct Victim Advocate.

#### **4. What if I want to make an anonymous report?**

PCC honors anonymous reporting options. If you wish to remain anonymous but would like to make a report against a PCC employee or student, contact the appropriate Title IX Coordinator. Please keep in mind remaining anonymous will make it difficult to conduct a thorough investigation.

#### **5. Do I have to identify the Respondent?**

In order to conduct a thorough investigation, the alleged Respondent must be identified. If you do not know the Respondent's name, you may be asked to provide information to help identify this individual.

#### **6. If I report to the appropriate Title IX Coordinator, do I also have to contact the police?**

If you have experienced an act of sexual misconduct and would like to pursue charges against the Respondent, you are encouraged to contact Campus Police. However, you are not obligated to do so.

#### **7. Can the College investigate if the sexual misconduct occurs off campus?**

Yes, if the incident has sufficient ties to PCC. For example, if it occurred at a PCC event, or if the incident involved a PCC student or employee.

**8. If I am a PCC employee, what should I do if someone tells me they have experienced an act of sexual misconduct?**

If someone reports sexual misconduct to you, explain the “duty to report” policy, and contact the appropriate Title IX Coordinator to submit a report. The appropriate Title IX Coordinator will refer the individual, to campus resources including the Campus Police, and/or the Sexual Assault Victim Advocate for support, as needed.

**9. What should I do if someone has filed a complaint against me?**

If someone files a report of sexual misconduct against you, it is important that you DO NOT contact the alleged Complainant by any means including, but not limited to, phone, mail, electronic communication, by another party, or in person. Familiarize yourself with PCC policies

surrounding sexual misconduct so you know what to expect. Direct any questions or concerns to the appropriate Title IX Coordinator. If you need emotional support, please contact PCC Counseling Services. Also, fully cooperate with campus officials, if contacted.

**Student Code of Conduct and Employee Handbook**

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

## **TITLE IX POLICY ON PREGNANCY**

Per Title IX regulations, students who are pregnant and parenting are granted excused absences due to pregnancy and related conditions as long as the doctor deems necessary.

Instructors must allow students to make up their missed work from excused absences. For more information, please contact the Title IX Coordinator.

## **COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY**

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

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

1. Any act or threat of violence made by an employee, student, or customer against another; or
2. Any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion; or
3. Any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public; or
4. Any act or threat of violence made directly or indirectly by words, gestures, or symbols; or
5. Use or possession of weapons on the college campus.

## **BEHAVIORAL INTERVENTION TEAM (BIT)**

Pitt Community College's Behavioral Intervention Team (BIT) is established to investigate upon information on signs of a potential threat displayed by students at Pitt Community College and/or citizens on any sites operated by our institution. These threats must be either imminent (about to happen), capricious (subject to, led by, or indicative of a sudden, odd notion or unpredictable change; erratic), or arbitrary (subject to individual will or judgment without restriction; contingent solely upon one's discretion).

Behavioral Intervention Team members are selected for their expertise and are trained in key areas to address a response to extreme abnormal behaviors that may be otherwise identified as a

threat to the College community. Any suggestions or recommendations made by committee members will be taken into consideration based upon their expertise and leaning on that expertise immediate action will follow.

The Behavioral Intervention Team is a cross-unit group whose members consist of College staff from Campus Police, Counseling Services, Accessibility Services, and Student Conduct.

If you have a concern of an immediate threat, please call Campus Police at 252-493-7777.

## **FIREARMS POLICY**

In accordance with NCGS 14-269.2(k), a handgun is permissible on Pitt Community College's campus only under the following limited circumstances:

1. The individual has a concealed handgun permit under NC GS 14-4155.24 or is exempt from obtaining a permit pursuant to NC GS 14-415.25; AND

2. The person has a handgun in a closed compartment or container within the person's locked vehicle or a locked container securely affixed to the person's vehicle and only unlocks the vehicle to enter or exit the vehicle while the firearm remains in the closed compartment at all times and immediately locks the

**vehicle following the entrance or exit; OR to, the locked vehicle of the permit holding individual; AND**

3. The **person has a handgun concealed on the person and the person remains in the locked vehicle and only unlocks the vehicle to allow the entrance or exit of another person; OR**
4. The **person is within a locked vehicle and removes the handgun from concealment only for**

**the amount of time reasonably necessary to do either of the following:**

- a. Move the handgun from concealment on the person to a closed compartment or container within the vehicle.
- b. Move the handgun from within a closed compartment or container within the vehicle to concealment on the person.

## **SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY**

Pitt Community College recognizes its responsibility to provide:

1. A wholesome environment of health education awareness for students, faculty, and staff; and
2. A climate which discourages alcohol and substance abuse and the spread of communicable diseases; and
3. The implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Pitt Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures.

The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities.

The College will also appoint a task force, as needed, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

1. Providing existing human resources for early intervention for individuals with chemical problem,
2. Offering educational drug abuse prevention programs,
3. Referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and
4. Referring students exhibiting erratic and/or disruptive behavior to the Office of the Assistant Vice President of

Student Support where students will be subject to disciplinary action.

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

1. Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically- based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
2. Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate supervisor.
3. Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.
4. The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Centers for Disease Control and Prevention for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

## **TOBACCO USE POLICY**

Pitt Community College is a tobacco-free and smoke -free campus. Smoking is prohibited by students, staff, faculty, or visitors in/on all campus grounds; buildings; facilities; or property owned, leased, or operated by Pitt Community College. Smoking

includes the use of cigarettes, cigars, all forms of e-cigarettes, and hookah. Smokeless tobacco use, including, but not limited to, chew, snuff, and dipping tobacco, is also prohibited in/on all college facilities and grounds.

## CANVASSING, PEDDLING, AND SOLICITING POLICY

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

Student organizations must request permission from the Senior Director of Student Advocacy and/or Assistant Vice President of

Student Support to hold special sale campaigns, solicitation activities, or to post materials on the campus. Non-student organizations or individuals must request permission from the Office of the Vice President of Administrative Services to conduct similar activities.

## INSTITUTIONAL REVIEW BOARD POLICY STATEMENT

The Institutional Review Board (IRB) for Human Subject Research at PCC has responsibility to oversee procedures for carrying out the College's commitment to protect human subjects in research. The role of the IRB is to review proposed research projects that involve the use of human subjects; ensure that the individuals involved in the project are treated ethically; ensure

that all subjects are provided with substantial information about the study and consent to be a subject in the study; and, ensure that all private information will be handled with confidentiality. The IRB is authorized to review, approve, require modifications in, or disapprove research activities conducted by or through the College using human subjects.

## FISCAL CONTROL OF EXTERNALLY FUNDED PROGRAMS POLICY

The PCC Office of Grants Management is responsible for coordinating externally sponsored programs campus wide to ensure compliance with regulations and guidelines prescribed by the sponsoring agencies and with institutional policies. This office cooperates with the Business Office Division to ensure the

integrity of accounting and financial information and reports. Externally funded grants and program funds adhere to purchasing and financial guidelines established by the grant-awarding agency and state audit reviews. Proper fiscal control over externally funded programs shall be appropriately documented.

## COMPUTER NETWORK ACCEPTABLE USE POLICY

### Mission

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

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

The users of all PCC's computer resources and computer network must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. The College does not attempt to define all acceptable or unacceptable uses of the network. Acceptable conduct must be assessed by individual users. The following information assists the users in making such assessments.

### Examples of Acceptable Use Encouraged by Pitt Community College

Acceptable Use of Information Technology Resources for:

1. Obtaining and spreading knowledge;
2. Gathering research material and data;
3. Analyzing research material and data;
4. Providing data and research in support of public service;
5. Preparing course materials;
6. Enhancing educational approaches and teaching methods;
7. Enhancing course work; and

8. Developing surveys and administering targeted demographic surveys.

### Examples of Unacceptable Use

Users are responsible for their actions and activities on [www.pittcc.edu](http://www.pittcc.edu), including responsibility for becoming informed of and complying with license and copyright provisions of the software they use. Unacceptable use of the network will result in suspension or revocation of those privileges.

Unacceptable Use Includes:

1. Using the network for any illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or other commercial gain;
3. Degrading or disrupting equipment or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities, including unauthorized use of others' passwords;
7. Invading the privacy of individuals;
8. Posting anonymous messages which incite, inflame, and are derogatory or the intent is malice;
9. Creating and displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail;
10. Using the network in support of groups outside the College when such use is not in keeping with the mission of the College; and

11. Using personal web pages not primarily focused on the mission of the College.

### Network Procedures

- **Manners** - Appropriate network manners include being polite, using appropriate language, and not revealing personal addresses or phone numbers of students or colleagues. Remember: Electronic mail (email) is not guaranteed to be private. In addition, system operators log network use (www, e-mail, etc.). However, all communication and information accessible on the networks can be assumed to be private (following the dictates of common politeness and common sense).
- **Authorization** - Students, faculty, and staff must have appropriate authorization to use the network.
- **Priority of Access** - Students, faculty, and staff must have appropriate authorization to use the network.
- **Conflicts** - In the case of conflicts among users of computing resources and the network, resolution will follow the PCC Network Administration Hierarchy.

- **Disclaimer** - Information obtained through [www.pittcc.edu](http://www.pittcc.edu) is at the user's own risk. PCC is not responsible for the accuracy or quality of information obtained. Users need to consider the source of any information obtained, and, as this is a global network, accept responsibility for accessing inappropriate material as described under Unacceptable Uses.
- **Penalties for Improper Use** - Users violating guidelines, including applicable state and federal laws, are subject to loss of network privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

### Distribution of the Policy

The PCC Information Technology Resources Acceptable Use Policy will be distributed to all employees and all students. It will be posted electronically on PCC's computers which are available for use by the general public and students. It will also be posted in computer labs. It will be printed in student orientation materials and the PCC General Catalog.

## ELECTRONIC SIGNATURE POLICY

Pitt Community College (PCC) recognizes an electronic signature as a valid signature from faculty, staff, and students.

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format. An electronic signature is not acceptable on specific forms such as the US Department of the Homeland Security Employment Eligibility Verification (I-9) form and government tax withholding forms.

Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and web applications provided by the college, etc.

An electronic signature is considered valid when the following conditions are met:

- Institution provides student or employee with a unique username.
- Student or employee sets his or her own password.
- Student or employee logs into the campus network and secure site using both the username and the password.

It is the responsibility and obligation of each individual to keep their password private so others cannot use their credentials. Once logged in, the student or employee is responsible for any information they provide, update, or remove. PCC will take steps to ensure the password is protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

## INTELLECTUAL PROPERTY POLICY

Pitt Community College must support the incubation and nurturing of innovative ideas in order to further the mission of the College. New discoveries and creations, which are subject to or eligible for intellectual property protection, may emerge in the pursuit of the mission. The stewardship of such intellectual property, consistent with the mission of the College, is an important responsibility of both the College and all covered individuals under the policy including students, faculty, and staff. The intent of the Intellectual Property Policy is to define the rights and responsibilities of all full-time and part-time faculty, staff members, and students. These rights and responsibilities will be administered by the College's Technical Licensing Office, (Vice President of Institutional Advancement).

The Pitt Community College Board of Trustees has adopted an Intellectual Property Policy and a participation agreement that confirms acceptance of the Intellectual Property Policy by all covered individuals and assigns to the College all rights in any Intellectual Property in which the College asserts ownership.

The Intellectual Property Policy includes detailed information about (1) the College's ownership, (2) covered individual's ownership, (3) disclosure of intellectual property, and (4) revenue sharing. A complete copy of this policy is available at the PCC website homepage, each Dean's office, the college's Human Resources Office, and the Technical Licensing Office, (Room 118, Vernon White Building).

## LIBRARY

The PCC Library supports the mission of the College by providing a vibrant and innovative environment designed to inspire academic excellence and promote lifelong learning.

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

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

The Library seeks to offer timely assistance in finding reliable information to all students, employees, and community members. Our knowledgeable staff of professional librarians, technical specialists, and library assistants is committed to providing excellent customer service in meeting this goal. The Library also offers 24/7 reference chat except for Saturday/Sunday, midnight - 8 a.m. through NCKnows.

Library resources include print and audiovisual materials, as well as Internet access and access to scholarly online resources. Print collections include books, journals, magazines, and newspapers appropriate for academic research as well as leisure-time reading.

More than 60 desktop computer stations with Internet access are available for public use. Laptop computers are available for use in the Library. Wireless Internet access is available throughout the Library for Wi-Fi-enabled devices. Most online Library resources, including the Library catalog, are available not only on campus but to distance learners and other off-campus users with Internet access. Some resources require a password for access from an off-campus location.

Facilities are available for group and individual study, including group study rooms and a 35-seat instruction lab. Faculty members may contact the Instruction Librarian to request librarian-led class instruction in research skills.

Materials not readily available in the Library may be requested through Interlibrary Loan. Faculty members may place personal and/or Library items on Reserve for their classes' exclusive use. Faculty may also check out audiovisual equipment from the Library for educational use.

The Library is open Monday through Thursday from 7:45 a.m. until 9:30 p.m. and on Friday from 7:45 a.m. until 5:00 p.m. Saturday hours are 9:00 a.m. to 1 p.m. The Library closes on Sundays and on PCC-observed holidays; hours may vary during semester breaks and summer semester. Located in the Clifton W. Everett building, the Library provides a pleasant atmosphere conducive to study. More information is on the Library webpage at <http://pittcc.edu/campus-life/library/>.

## COLLEGE OUTREACH

The focus of the Pitt Community College Outreach Program is to identify educational and workforce development training needs throughout Pitt County and to refer potential students to services provided by the college. To achieve this goal, the Outreach Director will assess the needs of the diverse population in Pitt County. Along with other College personnel and agencies within the community, the College Outreach Program will refer students to the appropriate educational and workforce development options and support each individual.

College Outreach is a gateway for individuals to inquire about and take advantage of our College's resources so they may determine how or where to begin.

There are several major components to the delivery of Outreach services:

- Personalized assistance with admissions and registration
- Counseling
- Mentoring
- Faculty and student progress checks
- Community-based volunteer program
- Effective media awareness campaign

### Outreach Program Contact

Ernis Lee, Outreach Program Director

252-341-5696

[elee@email.pittcc.edu](mailto:elee@email.pittcc.edu)

## PCC GLOBAL

The Office of PCC Global coordinates and manages international educational projects for faculty, staff, and students. It leads the internationalization and globalization efforts of the college. Supporting the global component of PCC's mission statement, PCC Global seeks to identify and engage in opportunities to:

- Learn more about other regions of the world through cultural exchanges,
- Better communicate in global and cross-cultural environments

- Enhance values of respect and cooperation to become good global citizens
- Connect with the global economy.

For more information visit our website:

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

PCC Global Education Chair – Dr. Dan Mayo at

[dmayo@email.pittcc.edu](mailto:dmayo@email.pittcc.edu)

## CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

The Continuing Education and Workforce Development Division of Pitt Community College provides workforce development training and personal enrichment courses for adults from the community, business, and industry. We strive to offer a diverse range of programs and courses to meet the particular needs and interests of all citizens of Pitt County.

Our programming provides opportunities to upgrade occupational skills and to acquire new skills. Classes are on-campus and at various off-campus facilities such as public schools, community buildings, churches, civic centers, industrial plants, and fire stations. Courses are open to all adults 18 years of age or older. However, in some cases, students must meet specific requirements.

### Philosophy

The Continuing Education and Workforce Development Division is committed to enhancing the quality of life and education to the citizens of Pitt County and support a global workforce as well as the local community.

### Mission

The mission of the Continuing Education and Workforce Development Division is to educate and empower people for success in life and a global workforce through industry, small business, occupational, and community service training.

All associates accomplish the mission by way of a unified and committed effort:

- to become the leading providers of workforce development training
- to use state-of-the-art technology to prepare individuals for employment
- to partner with other organizations to promote economic development
- to proactively respond to internal and external customer needs.

### Schedule of Courses

The Continuing Education and Workforce Development Division publishes a schedule of courses each semester and distributes it throughout Greenville and surrounding areas. Class offerings depend upon demonstration of sufficient interest and availability of required facilities and qualified instructors. Various media is used such as newspapers, radio, television, and the Pitt Community College website also to announce course offerings.

Classes may be scheduled for mornings, afternoons, evenings, or weekends according to the needs of the participants. The College reserves the right to change, add, delete, or withdraw courses or program offerings from the schedule at any time. The Division encourages interested citizens to contact the Division Directors concerning particular areas of interest or the registration desk at (252) 493-7388.

### Course Credit

Generally, continuing education courses offered in the Continuing Education and Workforce Development Division are non-credit. CEU's (Continuing Education Units) are awarded for certain training programs, courses, and seminars. Ten contact hours of class earn one CEU. Written acknowledgement of course completion or participation is available to individuals upon written request. Certificates are available upon completion of a single course and/or a cluster of courses.

### Registration and Attendance

Registration occurs in several ways – walk-in, mail-in, fax, or on-line for some designated courses. All courses require pre-registration indicated in course publicity. Interested students are encouraged to seek information about a particular course via the telephone or by visiting the college website. A minimum number of participants may be required before a class can be offered or continued. Pitt Community College has the right to place students in appropriate levels of training as deemed necessary by the College. For further information, call (252) 493-7388.

### Fees

The basic registration fee charged for a Continuing Education and Workforce Development Division continuing education course is the occupational extension fee established by the North Carolina General Assembly. Deviation from the basic registration fee may be mandated by state statute for individuals and/or groups by the source of funding and self-supported course requirements. Only American currency is acceptable for payment of tuition, fees, and other expenses.

PCC may charge specific fees, such as lab fees, for items required in a course in addition to normal supplies and materials provided by the College. There is a \$5.00 technology fee for Occupational Extension Continuing Education classes.

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

Continuing Education and Workforce Development Division students may participate in College student activities by paying an activity fee based upon the number of hours enrolled in a given semester.

### **Refund Policy**

The Office of Continuing Education and Workforce Development Division may refund the registration fee only for courses identified as "Occupational Extension." The registration fee refund is possible under the following circumstances:

1. A student who officially withdraws in person in the Office of Continuing Education and Workforce Development Division prior to the first class meeting or if the class fails to "make" due to insufficient enrollment is eligible for a 100% refund.
2. A student who officially withdraws in person at the Office of Continuing Education and Workforce Development Division or with class instructor prior to or on the official 10% point of the class is eligible for a 75% refund. The student must complete a Continuing Education Drop/Refund Request form.
3. No consideration of requests for refunds will occur after the 10% point.

All Continuing Education tuition refunds will be mailed.

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

### **Course Descriptions**

Course descriptions are available upon request by calling or visiting the Continuing Education and Workforce Development Division or visiting the college website. Individuals who desire counseling or other special assistance may contact the Continuing Education and Workforce Development Division at (252) 493-7388.

### **Books and Supplies**

Many Continuing Education and Workforce Development Division continuing education courses require textbooks and special supplies. When a textbook is required, students receive notification through course publicity and/or at the first class meeting. Students are responsible for purchasing their texts and class supplies.

### **Occupational Training**

One of the major goals of Pitt Community College is to provide opportunities for citizens to prepare for new occupations or to upgrade their knowledge and skills in their current employment. PCC provides these opportunities through single courses or a series of courses designed for a specific occupation.

The design of these courses is for the express purpose of training an individual for employment, upgrading the skills of persons

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

The following are examples of general occupational courses:

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

### **Public Safety Instruction**

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

Thomas Forrest - tforrest@email.pittcc.edu

Several short courses and seminars are available to upgrade and train law enforcement and correctional officers. Examples include Mandatory In-Service Training; Radar; Instructor School; Criminal Investigation; Detention Officer Certification Training; Taser; Physical Fitness; Defensive Tactics; Leadership; and Firearms. The College also offers a two-year associate degree in Criminal Justice and a certificate in the Basic Law Enforcement Training Program (BLET).

#### Emergency Medical Services Training

Mckenzie Newkirk, Director - lnewkirk@email.pittcc.edu

The Emergency Medical Services training program offers initial EMT certification preparation for individuals who seek to enter the prehospital healthcare field as basic level providers. The training includes basic anatomy and physiology, as well as recognition of illnesses and injuries with clinically appropriate basic life support interventions. Students must successfully complete the American Heart Association Health Care Provider CPR course as an included element of the training. Additionally, the department offers both online and traditional classroom Continuing Education for EMS professionals in local and regional EMS Systems that is compliant with the 2016 National Continued Competency Requirement model. We also offer locally required



in-service training for EMS personnel based on the findings and data reviewed by the System Quality Management Committee.

A list of course offerings is located at this website:

<https://pittcc.edu/community/continuing-education/emergency-medical-service-training/>

Pitt Community College also offers an AAS (Associates in Applied Science) degree through the Health Care Paramedic Curriculum program in Emergency Medical Science.

Interested parties should contact: Director Leslie Craig Carico by phone or email: 252-493-7713 or ccarico@email.pittcc.edu

#### Emergency Management Training

Mckenzie Newkirk, Director - lnewkirk@email.pittcc.edu

The Emergency Management (EM) Program is a multi-disciplinary program that provides training and educational opportunities to all public safety providers as well as public and private sector personnel. The EM Program at Pitt Community College works in conjunction with the North Carolina Department of Public Safety-Emergency Management Division to deliver a wide array of courses to support individual certification in North Carolina as Associate or Executive level Emergency Management Coordinators. On a national level, the EM Program assists public safety and government agencies in maintaining their NIMS /ICS compliance to qualify for federal funding and grants. At the state level, EM Program delivers training in four key areas: preparedness, mitigation, response and recovery. On a local level, the EM Program can assist any group - public or private, including assisting local churches, civic groups and/or communities in creating capabilities and plans that ensure their respective resiliency during times of disaster.

For a listing of locally available EM courses at PCC, please visit this website:

<https://pittcc.edu/community/continuing-education/emergency-management-training/>

For a listing of state and regional EM courses and training opportunities, visit the website:

<https://terms.ncem.org/TRS/courseSearch.do>

#### Fire/Rescue Training

Mckenzie Newkirk, Director - lnewkirk@email.pittcc.edu

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

Subjects include arson detection, compressed gas emergencies, fire apparatus practices, hazardous materials recognition and response, introduction to firefighting, ladder practices, hose practices, personal protective equipment, and firefighting procedures. Other specialty courses such as Home Safety, Fire Prevention, and Industrial Fire Brigade Training are also available. Some courses require the student to be at least 18 years of age.

Please refer to this website for a listing of the training schedule:

<https://pittcc.edu/community/continuing-education/fire-rescue-training/>

### **General Occupational Extension**

#### Licensure/Certification

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

The Continuing Education and Workforce Development Division offers specific training prescribed by a licensure or certification agency. The cooperating agency or professional group issues the initial certification or recurring documentation. Certification courses include, but are not limited to Notary Public Education, NC Auto Safety Inspection, and NC Onboard Diagnostic Emissions Inspection Training, EMT (Basic, Intermediate and Paramedic), Detention Officer, and Telecommunicator.

#### Safety Training (OSHA)

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

### **Health Care Programs**

Sidette Boyce-Brown – sboyce@email.pittcc.edu

#### Nurse Aide Programs

Pitt Community College offers Nurse Aide I and Nurse Aide II classes. Nurse Aide I and Nurse Aide II classes are offered several times a day and on the weekend each semester.

The Nurse Aide I is a 144-hour course that prepares graduates to provide personal care and perform basic nursing skills. It includes 96 hours of classroom/lab and 48 hours of clinical learning experience. After successful completion of this program and passing State Testing, the student is certified and listed with the NC Department of Health and Human Services. This course is often a pre-requisite for other Healthcare Programs under Curriculum degrees.

The Nurse Aide II is a 160-hour course that prepares graduates to perform advanced procedures with job placement usually at the hospital level. It includes 80 hours of classroom/lab and 80 hours of clinical learning experience. The student must be a high school graduate or have high school equivalency (GED®) credentials, as well as have a current Nurse Aide I Certification with the NC Department of Health and Human Services to take the NA II course. After successful completion of this program, the student is certified and listed with the NC Board of Nursing, Raleigh, NC.

#### Medication Aide

The Medication Aide is 24-hour course for non-licensed personnel to become prepared to administer medications to patients orally, topically and by instillation routes. Medication Aide students are taught to perform a narrowly defined set of tasks; right person, right drug, right time, right dosage right route,

and right documentation, with employment in the long-term health facility. Classes are available each semester.

#### Nurse Aide II Competency Testing

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

#### 12 Lead EKG Monitor Technician

The EKG Monitor Tech is a 128-hour course that teaches the student anatomy and physiology of the heart, principles of EKG, dysrhythmia recognition of sinus, junctional/atrial rhythms, heart blocks and bundle branches and ventricular ectopy rhythms. The student will become proficient in reading and interpreting EKG's. Upon successful completion of a written exam and practical skills through the ASPT, the student receives certification as an EKG Monitor Technician. This certification qualifies the student for employment with the cardiac or other unit in the hospital setting.

#### CPR Instructor Course

The CPR Instructor's course is a 16-hr BLS Instructor Essentials Course taught in a blended learning format. AHA BLS Instructor candidates must complete the online portion, followed by the hands-on session conducted by BLS Training Center Faculty. This course teaches candidates to instruct single-rescuer and team basic life support skills for application in both pre-hospital and in-facility environments, with a focus on high-quality CPR and team dynamics as well as lay-rescuer CPR, AED use and First Aid. Pre-requisites for this course include: Current certification in BLS CPR and HeartSaver First Aid, Online Instructor Essentials Course Completion Certificate, an approved TC Alignment, and an instructor information sheet. Upon successful completion, the instructor candidate receives a CPR Instructor's Certificate. All candidates must then be monitored teaching their first class within 6 months of completing the course in order to receive their BLS Instructor card.

#### CPR

CPR Health Care Provider (BLS) provides training to provide basic life support (rescue breathing, cardiopulmonary resuscitation and the relief of choking for adult, infant and children). Students learn one-man and two-man rescuer CPR and the use of barrier devices. Defibrillator training is included in this course. Re-certification is required every 2 years. CPR Heart saver teaches Basic Adult CPR and teaches warning signs of heart attack and stroke, and relief of choking for adult victims. Re-certification is required every 2 years. Class size is limited.

#### Pharmacy Technician Training

The Pharmacy Technician Training course is a 140-hour course. The course provides the student with basic knowledge and skills required to work as a pharmacy technician under the supervision of a pharmacist in a pharmacy. This course includes basic math, compounding, drug calculations, drug classifications, drug distributions, basic terminology and an overview for the PTCB certification exam.

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

#### Phlebotomy Technician (National Certification)

Phlebotomy Technician is a 232-hour course that prepares the student to draw blood specimens from patients for the purpose of testing and analyzing blood. A phlebotomist's job includes maintenance of equipment used in obtaining blood specimen; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimen; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. The course consists of theory and clinical experiences in performing blood collections. The student must be a high school graduate or have a high school equivalency (GED®) credential.

### **Business and Industry Services**

Jerry Jones – [jerjones@email.pittcc.edu](mailto:jerjones@email.pittcc.edu)

The primary purpose of the Business and Industry Services area is to develop and deliver customized training that will enhance the growth potential of companies located in Pitt County while providing the workforce with skills essential to successful employment.

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

Classes are available to meet specific needs such as training individuals for employment for new industries locating in the area, training new employees for specific industry expansion programs, and training existing skilled or semi-skilled workers in manufacturing to use new technology. These classes may be held at the industrial site, on-campus, or at other convenient locations.

#### **Customized Training Program (CTP)**

This program is designed to meet the needs of the businesses and industries of Pitt County that are installing new technology, making sufficient capital investment, and/or adding new jobs and their employees need training in key areas of the organization. This is a grant program approved by the North Carolina Community College System (NCCCS). The Industrial Instructor/Coordinator can be contacted to inquire about this program, (252) 493-7584.

## Small Business Center

The Small Business Center of Pitt Community encourages entrepreneurship and add value to new and existing Pitt County Businesses by providing world class learning opportunities, one-on-one counseling, and access to business reference materials. Learning opportunities are available in 2-3 hour free weekly seminars open to the public.

Sample seminar topics include the following:

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

The counseling services provided by the Small Business Center are available at no cost to Pitt County residents by appointment only. All discussions are strictly confidential. We are committed to providing expert advice and referrals to help business owners improve their bottom lines and operating systems. The Small Business Center also maintains a business resource library that contains up-to-date reference materials, how-to manuals, and periodicals designed for you to peruse at your leisure in our self-directed learning center. This center is open to the public during normal operating hours. For seminar schedules, counseling appointments, or additional information call (252) 493-7298 or (252) 493-7541.

## Community Services

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

The Community Service Program provides non-credit courses, which enables adults to develop knowledge and skills in areas of general interest to the community. The Division will develop courses and activities to meet specific needs and interests of its adult participants. The following are examples of general interest courses:

Art: Painting, Drawing, Sketching  
Basic Computer Skills  
Basic Pistol Shooting/Concealed Carry  
Conversational Spanish  
Creative Writing  
Fitness Programs  
Health and Wellness  
Investments and Securities  
Memoir Writing  
Motorcycle Safety courses  
Youth Summer Programs

Lisa Webb, Coordinator for Community Development, may be contacted to inquire about Community Service Programs at (252) 493-7317 or at [lwebb@email.pittcc.edu](mailto:lwebb@email.pittcc.edu)

## Human Resources Development

Human Resources Development (HRD) educates and trains people for success in the workplace. The Human Resources Development Program provides employability skills training for unemployed and underemployed adults. The HRD Program addresses each of the six core HRD components:

- ❖ Assessment of an individual's assets and limitations
- ❖ Development of positive self-concept
- ❖ Development of employability skills
- ❖ Development of communication skills
- ❖ Development of problem-solving skills
- ❖ Awareness of the impact of information technology in the workplace (basic computer skills)

These six components incorporate into the different classes or labs that may be self-directed, self-paced, and structured. The Human Resources Development Program helps participants transition into the community college, retain employment and advance in a career by building employability skills and setting career goals.

Karen Davis, Coordinator for HRD may be contacted at (252) 493-7551 or [kdavis@email.pittcc.edu](mailto:kdavis@email.pittcc.edu)

## National Career Readiness Certificate

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

NCRC Open Lab - Work with an instructor during lab hours and gain access to the CareerReady 101 (CR101) software tool. An online study program specifically designed based upon WorkKeys and NCRC system. Accessible from anywhere students have internet access; NCRC 101 meets individuals at their current skill level to aid in skill enhancement.

Ann Tess, NCRC Administrative Support, can be contacted at (252) 493-7592 or [atess@email.pittcc.edu](mailto:atess@email.pittcc.edu)

## Workshops, Seminars, and Conferences

PCC plans and offers workshops, seminars, and conferences on a variety of topics in cooperation with civic groups, non-profit organizations, or by special requests from the citizens of Pitt County.

The workshops and seminars may carry CEU credit in the case of advance arrangements made with Pitt Community College (and if participants meet necessary requirements for receiving credit).

## Self-Supporting Courses

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

## BIONETWORK

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

### Industry Training

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

#### Industries Served:

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

#### Types of Industry Support:

- Onsite Training and Short Courses
  - Good Manufacturing Practices

- Aseptic Skills
- Validation Concepts
- Laboratory Resources

### Technology Services

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

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

### STEM Outreach

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

- Classroom visits with hands-on activities.
- Facilitation and participation in large STEM Outreach programs for colleges.
- Professional development workshops.

## TRANSITIONAL STUDIES

Transitional Studies Department offers educational opportunities at no cost to Pitt County citizens who wish to improve basic academic skills that would enable them to be more successful in today's workplace. Adult Basic Education (ABE), Adult Secondary Education (ASE), and English Language Acquisition (ELA) provide foundational instruction in reading, writing, math, speaking, listening, and technology in the context of careers, career exploration, workplace literacy, college enrollment, and postsecondary training. Programs are available to address varying student needs and interests. All classes are offered at no cost to the student. Students who enroll in the Transitional Studies programs must be 18 years or older and not enrolled in public school. 16 and 17-year olds may enroll with parental permission and appropriate documentation.

### Ability to Benefit Policy

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

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

This program, including Basic Skills Plus, provides students with the opportunity for concurrent enrollment to pursue specific career training (in either Continuing Education courses or curriculum courses) while completing their high school equivalency credentials. Instruction in basic education in the context of the specific careers, employability skills, occupational and technical skills, as well as college and career readiness

instruction may be part of the programming. The college may waive tuition and registration fees associated with this program or scholarships may be available.

### Adult Basic Education (ABE)

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

### Adult Secondary Education (ASE)

#### Adult High School Diploma (AHS)

AHS provides course work for adults who wish to earn a high school diploma through course credit completion not previously earned in a traditional high school setting. The program consists of core courses required by the NC Department of Public Instruction along with electives required by the local public-school system and the community college. Students who

successfully complete all program requirements will receive an Adult High School Diploma issued jointly by Pitt County Schools and Pitt Community College. Students wishing to enter AHS may contact the Transitional Studies office for more information.

### **High School Equivalency (HSE)**

Adult residents of North Carolina who have not completed high school may earn a High School Equivalency Diploma by passing a battery of tests. Students may choose to take the GED® (General Educational Development tests), HiSET (High School Equivalency Tests), or TASC (Tests of Adult Secondary Completion). The State Board of the North Carolina Community College System awards this diploma. Classes are available through the Adult Secondary Education Program offered-morning, afternoons, and evenings, both on- and off- campus -to provide instruction for preparation for these tests. There are fees associated with the tests. Contact the Transitional Studies office for more information.

### **Distance Education**

Distance Learning opportunities to improve English and/or academic skills, prepare for HSE tests, prepare for post-secondary training enrollment, and/or prepare for college entry are available as both hybrid and regular distance classes. Students may request distance learning as a supplement to their instruction or instead of traditional classes only if they have a valid placement test score in reading and/or math. It is recommended that distance learning students be functioning at least at an adult intermediate high academic level (or Level 4 as defined by National Reporting System). Each distance learning program requires a minimum weekly attendance in order for students to remain active in the program.

### **Workplace Literacy**

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

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

ELA instructs adults whose primary language is not English. The program helps adults improve their English reading, writing, listening, and speaking skills. All ELA courses help adults become literate and obtain the knowledge and necessary skills for employment, for economic self-sufficiency, and to further their education. Classes range from beginning to advanced levels. Instruction in U.S. citizenship, TOEFL preparation, transition to high school equivalency and workforce preparation are also available.

### **Transition Learning Center (TLC)**

The TLC is available to adults who wish to have additional access beyond the regular classes available for improving reading, writing, math, speaking, listening, and technology skills as well as prepare for high school equivalency tests. The Center offers individualized instruction in an open lab format and provides a wealth of resources for the adult learner. Students may use textbooks, computers, DVDs, and other materials to assist in their learning. Distance Learning opportunities are also available through the TLC. Contact the Transitional Studies office for hours of operation and additional information. ACE opportunities are also available through the TLC, see below for more information.

### **Career Academy**

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

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

ACE is offered to any high school or HSE graduate or HSE near-graduate to provide academic review and refreshment for college entry, take and achieve credit for required transition courses prior to college enrollment, assist in navigating financial aid application and college application, and address other challenges for preparing for college enrollment. This free program is available throughout each program year. Individualized learning opportunities through the TLC are also available for students needing additional instruction.

## INSTITUTIONAL ADVANCEMENT

The Institutional Advancement Division coordinates the college's efforts to enhance its relationships with the community and the customers it serves. The division seeks to inform the public about the college and to build partnerships with educational institutions, businesses, and individuals.

The IA Division supports the college's mission by developing and implementing resource development plans to assist in funding the college's strategic plan and students' success.

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

### Alumni Relations/Association

The Alumni Association is here to CONNECT with PCC students and RECONNECT with alumni. The Alumni Association is a membership organization. Members have campus and community benefits, connection opportunities, career services, professional and career development seminars and much more.

PCC students or alumni who have taken at least one class, certificate or degree program is an alumnus and can join the association.

The Pitt Community College Alumni Relations Office is located in the Institutional Advancement Division, Vernon White 118. The phone number is (252) 493-7229.

### Media Relations

The Media Relations Department manages the development and distribution of official public information for the college including press releases, PCC e-Post, athletic news, social media postings and news content for the college website. Direct all news media inquiries and interview requests to Rob Goldberg, Media Relations Director at (252) 493-7732. Media Relations also coordinates and develops the college's video communications and assists the Marketing staff with information and photography for PCC publications and advertisements.

### Marketing

The Marketing staff manages the development and purchase of marketing media for the college including the following: advertisements, brochures, posters, commercials, special promotions, and publications including the Student Handbook, General Catalog, Annual Report, CareerFocus Magazine, recruitment view book, PCC Foundation promotions and various marketing publications and materials. The Marketing Department is responsible for developing and maintaining branding initiatives for the college and providing image expertise for the college.

Contact Jane Power, Marketing Director, in Room 119 of the Vernon White Building or (252) 493-7630.

### PCC Foundation

The PCC Foundation and Development staff develop relationships and secure resources to support the mission of the college. The PCC Foundation is a nonprofit 501(c) 3 organization governed by a board of directors. The foundation has authorization from the PCC Board of Trustees to receive contributions and gifts on behalf of the college. The foundation holds several major fundraising events each year including the PCC Annual Fund Campaign, the Down East Holiday Show, and the PCC Scholarship Event. The foundation also works with individual donors to support student scholarships, educational programs, technology, and facilities. In the past few years, the PCC Foundation completed capital campaigns to support the construction of the Herman Simon Building (health sciences) and the Eddie & Jo Allison Smith Center for Student Advancement, to purchase equipment, to provide scholarships and to support employees' professional development. The Foundation also secured funding to construct the Lewis Field House and construct lights on the Minges Overton Baseball Complex and provided donor funding to assist with the construction of the Craig F. Goess Student Center and other campus facilities. For further information, contact the Foundation Office, Vernon White Building, Room 113 or call (252) 493-7287 or visit [www.pittccfoundation.com](http://www.pittccfoundation.com).

### VISIONS, Career Development, and Scholarship Program

This donor-supported programs assists high school students in their transition to college and preparation for the workforce. The students participate in career development activities and seminars and receive personal mentoring and tutoring services. The students also receive scholarships to attend PCC. The Eddie and Jo Allison Smith Family Foundation, the PCC Foundation, and PCC fund these programs. For further information, contact the VISIONS Office in the Vernon White Building, Room 119, or call (252) 493-7719.

### Fundraising Policy

The College's Administration has approved two annual campus-wide fundraising programs - The PCC Foundation Employee Annual Fund Drive and United Way.

Students, employees, and campus organizations engaged in community fundraising activities to benefit the College's programs or organizations should coordinate these activities with the Vice President of Institutional Advancement, (252) 493-7210. All fundraising activities shall be consistent with the mission of the College. There shall be no soliciting or similar activities that are in conflict with the Pitt Community College Foundation.

## **CURRICULUM PROGRAMS**

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

## Associate in Applied Science Degrees / Diplomas / Certificates / CTE Pathways

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

The program titles listed in bold typeface represent the highest-level credential offered by Pitt Community College in that program area. Diploma and certificate programs have been developed by selecting courses from higher-level credential programs. These special diplomas and certificates are listed below each parent program.

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

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

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

### Career and College Promise Diploma and Certificate Pathways

The goal of Career and College Promise is to provide seamless dual enrollment educational opportunities for eligible North Carolina high school students. Students accomplish this through enrollment in college transfer pathways, diplomas and certificates that are specifically designed to meet the educational goals of NC public school, private school, and homeschool junior and seniors.

<b>A25800A</b>	<b>Accounting and Finance: Accounting</b>
C2580001	Basic Accounting Certificate
C2580002	Managerial/Small Business Accounting Certificate
C2580004	Accounting Productivity Software Certificate
<b>A25800F</b>	<b>Accounting and Finance: Financial Services</b>
C2580003	Basic Financial Services Certificate
C25800H1	Accounting and Finance Pathway
<b>D45530</b>	<b>Advanced Medical Coding Diploma*</b>
<b>A30100</b>	<b>Advertising and Graphic Design</b>
D3010001	Fine Arts Supplemental Diploma
C3010002	Graphic Design Certificate
C30100H1	Advertising and Graphic Design Pathway
<b>A35100</b>	<b>Air Conditioning, Heating &amp; Refrigeration Technology</b>
D3510001	Air Conditioning, Heating and Refrigeration Services Diploma
D3510002	Efficiency and Performance Diagnostics Diploma
C3510001	Heating and Air Conditioning Service Certificate
C35100H1	Air Conditioning, Heating & Refrigeration Technology Pathway I (PCS Technical)
C35100H2	Air Conditioning, Heating & Refrigeration Technology Pathway II (PCS Technical)
<b>A40100</b>	<b>Architectural Technology</b>
C40100H1	Architectural Technology Pathway
<b>A45110</b>	<b>Associate Degree Nursing*</b>
<b>D60430</b>	<b>Automotive Light-Duty Diesel Technology Diploma</b>
<b>A60160</b>	<b>Automotive Systems Technology</b>
D6016001	Automotive Systems Technology Diploma
C6016005	Automotive Systems Technology Level I Certificate
C60160H1	Automotive Systems Technology Pathway
<b>C55120</b>	<b>Basic Law Enforcement Training Certificate</b>
<b>A20100</b>	<b>Biotechnology</b>
C20100H1	Biotechnology Pathway
C20100H2	Biotechnology Pathway: Level I
C20100H3	Biotechnology Pathway: Level II
<b>C45490</b>	<b>Breast Sonography Certificate*</b>
<b>A35140</b>	<b>Building Construction Technology</b>
D3514001	Residential Carpentry Diploma
C3514001	Framing Certificate
C3514002	Cabinetetry Certificate
C35140H1	Building Construction Technology Pathway



<b>A25120B</b>	<b>Business Administration: General</b>
C2512001	Management Applications and Principles Certificate
C2512006	Business Supervisor Certificate
C2512007	Business Productivity Software Certificate
C25120H1	Business Administration Pathway
<b>A25120H</b>	<b>Business Administration: Human Resources Management</b>
C2512004	Human Resources Management Certificate
C2512008	Payroll and Benefits Specialist Certificate
<b>A25120M</b>	<b>Business Administration: Marketing</b>
C2512005	Marketing Certificate
D25120H3	Business Administration Pathway (Marketing)
<b>A45160</b>	<b>Cardiovascular Sonography*</b>
D4516001	Echocardiography Diploma*
<b>D45200</b>	<b>Computed Tomography and Magnetic Resonance Imaging Technology Diploma*</b>
C4520001	Computed Tomography Certificate*
C4520002	Magnetic Resonance Imaging Certificate*
<b>A50210</b>	<b>Computer-Integrated Machining</b>
D5021001	Computer-Integrated Machining Diploma
C5021001	CNC Certificate
C5021003	CNC Level I Certificate
C5021004	CNC Level II Certificate
C5021005	CNC Level III Certificate
C5021006	CNC Level IV Certificate
C5021007	CNC Operator Certificate
C5021008	Machining Level I Certificate
C5021009	Machining Level II Certificate
C50210H1	Computer-Integrated Machining Pathway I (PCS Technical)
C50210H2	Computer-Integrated Machining Pathway II (PCS Technical)
<b>A55180</b>	<b>Criminal Justice Technology</b>
D55180H1	Criminal Justice Technology Pathway
C55180H1	Criminal Justice Technology Pathway
<b>A55220C</b>	<b>Early Childhood Education: Career Track</b>
D5522001	Early Childhood Education Diploma
C5522001	Administration Certificate
C5522002	Early Childhood Education Certificate
C5522003	Infant and Toddler Certificate
C5522004	School Age Certificate
C5522005	Special Education Certificate
C5522006	Autism Certificate
C55220H1	Early Childhood Education Pathway
<b>A55220L</b>	<b>Early Childhood Education: Birth through Kindergarten</b>
<b>A55220A</b>	<b>Early Childhood Education: Early Education Non-Teaching</b>

<b>A35130</b>	<b>Electrical Systems Technology</b>
D3513001	Electrical Systems Technology Diploma
C3513001	Basic Wiring Certificate
C3513002	Programmable Logic Controller Certificate
C3513003	Industrial Controls Certificate
C3513004	Photovoltaic Systems Certificate
C3513005	Commercial Wiring Certificate
C3513006	Industrial Wiring Certificate
C35130H5	Electrical Systems Technology Pathway (PCS Technical – Commercial Wiring)
C35130H6	Electrical Systems Technology Pathway (PCS Technical – Industrial Wiring)
<b>A40200</b>	<b>Electronics Engineering Technology</b>
C4020001	Basic Electronics Certificate
C4020003	Computer Technology Certificate
C4020004	Automation Technology Certificate
C4020005	Biomedical Electronics Certificate
C40200H1	Electronics Engineering Technology Pathway
<b>A45340T</b>	<b>Emergency Medical Science*</b>
C4534001	EMS Basic Certificate*
<b>A45340B</b>	<b>Emergency Medical Science Bridge*</b>
<b>A25490</b>	<b>Entrepreneurship</b>
C2549001	Entrepreneurship Certificate
C25490H1	Entrepreneurship Pathway
<b>A45360</b>	<b>Health Information Technology*</b>
<b>A25200H</b>	<b>Healthcare Management Technology: General</b>
C2520001	Healthcare Management Technology Certificate
C25200H1	Healthcare Management Technology Pathway
<b>A25200A</b>	<b>Healthcare Management Technology: Accounting Concentration</b>
<b>A25200E</b>	<b>Healthcare Management Technology: Healthcare Entrepreneurship</b>
<b>A25200L</b>	<b>Healthcare Management Technology: Long-Term Care</b>
C2520004	Long-Term Care Certificate
<b>A15240</b>	<b>Horticulture Technology</b>
C15240H1	Horticulture Technology Pathway
<b>A45380</b>	<b>Human Services Technology</b>
D4538001	Human Services Technology Diploma
C45380H1	Human Services Technology Pathway
C45380H2	Human Services Technology Pathway
<b>A4538B</b>	<b>Human Services Technology Gerontology</b>
C4538B01	Aging Studies Certificate

<b>A4538E</b>	<b>Human Services Technology Substance Abuse</b>
C4538E01	Substance Abuse Certificate
<b>A50260</b>	<b>Industrial Management Technology</b>
C5026001	Principles of Lean Manufacturing Certificate
C5026002	Bio-Management Practices Certificate
C5026003	Principles of Supplier Quality Certificate
C5026004	Problem-Solving Certificate
C5026005	Front-Line Supervisor Certificate
C50260H1	Industrial Management Technology Pathway
<b>A50240</b>	<b>Industrial Systems Technology</b>
D5024001	Industrial Maintenance Diploma
C5024001	Basic Mechanical Maintenance Certificate
C5024002	Bio-Maintenance Certificate
C5024003	Facilities Maintenance Certificate
C5024004	Industrial Systems Technology Level I Certificate
C5024005	Industrial Systems Technology Level II Certificate
C50240H1	Industrial Systems Technology Pathway
C50240H2	Industrial Systems Technology Pathway (Pre-Apprenticeship)
C50240H3	Industrial Systems Technology Pathway Level I (PCS Technical)
C50240H4	Industrial Systems Technology Pathway Level II (PCS Technical)
<b>A25590P</b>	<b>Information Technology: Computer Programming and Development</b>
C25590D	Data Reporting and Analytics Certificate
C2559004	Java Programming Certificate
C2559014	C# Programming
C25590H1	Information Technology Pathway (Computer Programming and Development)
<b>A25590S</b>	<b>Information Technology: Cyber Security</b>
C2559007	Cyber Security Certificate
C25590H2	Information Technology Pathway (Cyber Security)
<b>A25590N</b>	<b>Information Technology: Network Management</b>
C2559009	Routing and Switching Certificate
C2559010	System Administrator Certificate
C2559011	Wireless LAN Certificate
C25590H3	Information Technology Pathway (Network Management)
<b>A25590T</b>	<b>Information Technology: Technical Support</b>
D2559001	Information Technology Diploma
C2559001	Computer Information Technology Certificate
C2559002	Desktop Support Technician Certificate
<b>A25590W</b>	<b>Information Technology: Web Administration and Design</b>
C25590M	Mobile App Entrepreneur Certificate
C2559012	Web Design Certificate

C25590H4	Information Technology Pathway (Web Administration and Design)
<b>C45830</b>	<b>Mammography Certificate*</b>
<b>A40320</b>	<b>Mechanical Engineering Technology</b>
D4032001	Mechanical Engineering Technology Diploma
C4032003	Mechanical Engineering Software Certificate
C4032004	Mechanical Fundamentals Certificate
C4032005	Manufacturing Processes Fundamentals Certificate
C40320H1	Mechanical Engineering Technology Pathway
C40320H2	Mechanical Engineering Technology Pathway
<b>A45400</b>	<b>Medical Assisting*</b>
<b>D45450</b>	<b>Medical Dosimetry Diploma*</b>
<b>A25310M</b>	<b>Medical Office Administration: General</b>
C2531006	Medical Receptionist Certificate
C25310H1	Medical Office Administration Pathway
<b>A25310A</b>	<b>Medical Office Administration: Medical Auditor</b>
D2531008	Medical Auditor Diploma
<b>A25310C</b>	<b>Medical Office Administration: Medical Billing and Coding</b>
D2531005	Medical Billing and Coding Diploma
<b>A25310R</b>	<b>Medical Office Administration: Patient Services Representative</b>
D2531006	Patient Services Representative Diploma
C2531008	Patient Services Representative Certificate
<b>A45440</b>	<b>Medical Sonography*</b>
<b>A45460</b>	<b>Nuclear Medicine Technology*</b>
D4546001	Nuclear Medicine Technology Diploma*
<b>D45970H1</b>	<b>Nurse Aide Pathway*</b>
<b>A45500</b>	<b>Occupational Therapy Assistant*</b>
<b>A25370G</b>	<b>Office Administration: General</b>
D2537005	Office Administration Diploma
C2537005	Office Software Certificate
C2537008	Data Entry Certificate
D25370H1	Office Administration Pathway
D25370H2	Office Administration Pathway
C25370H1	Office Administration Pathway
<b>A25370F</b>	<b>Office Administration: Office Finance</b>
C2537006	Office Finance Certificate
<b>A25370L</b>	<b>Office Administration: Legal Office</b>
C2537007	Legal Certificate

<b>A25380</b>	<b>Paralegal Technology</b>
D2538001	Paralegal Technology Diploma
<b>D45950H1</b>	<b>Phlebotomy Pathway*</b>
<b>A45670</b>	<b>Polysomnography*</b>
<b>A45670B</b>	<b>Polysomnography Bridge*</b>
<b>C45650</b>	<b>Polysomnography Certificate*</b>
<b>D45820</b>	<b>Positron Emission Tomography Diploma*</b>
C4582001	PET Certificate*
<b>D45680</b>	<b>Radiation Therapy Technology Diploma*</b>
<b>A45700</b>	<b>Radiography*</b>
<b>A45720</b>	<b>Respiratory Therapy*</b>
<b>A25450</b>	<b>Simulation and Game Development</b>
C2545001	Art Certificate
C2545002	Programming Certificate
C25450H1	Simulation and Game Development Pathway
C25450H2	Simulation and Game Development Pathway (SGD Art)
C25450H3	Simulation and Game Development Pathway (SGD Programming)
<b>A50420</b>	<b>Welding Technology</b>
D5042001	Basic Welding Diploma
C5042001	Basic Welding Certificate
C5042002	SMAW (Stick) Certificate
C5042003	GMAW (MIG) Certificate
C5042004	GTAW (TIG) Certificate
C5042006	Welding BPR/Testing Certificate
C5042007	Bio-Welding and Repair Certificate
C5042008	Intermediate Welding Certificate
C50420H1	Welding Technology Pathway
C50420H2	Welding Technology Pathway Level I
C50420H3	Welding Technology Pathway Level II
<b>T90990</b>	<b>Special Credit</b>

\*Health sciences programs have special admissions requirements. This is necessary because these programs are limited in the number of students that can be admitted each year. Guidelines and requirements for admissions into the health sciences programs may be obtained from the health sciences admissions specialists. All applicants to these programs will be placed in the Associate in General Education (AGE) program (A10300) pending acceptance into a health sciences program.

## Accounting and Finance: Accounting (A25800A)

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

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	3	0	2
ACC 150	Accounting Software Appl	1	2	0	2
ACC 220	Intermediate Accounting I	3	2	0	4
ACC 267	Fraud Examination	3	0	0	3
ACC 269	Auditing & Assurance Services	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 240	Business Ethics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
WBL 110	World of Work	1	0	0	1
Electives*					3
<b>Total</b>					<b>50</b>
<i>General Education Courses</i>					
ECO 252	Princ of Macroeconomics	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 152	Statistical Methods I	3	2	0	4
Communication*					3
Humanities/Fine Arts*					3
Math*					3
<b>Total</b>					<b>19</b>
<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>70</b>

*\*Recommended Electives, General Education, & Other Required Options:*

Electives:

BUS 125, CTS 225, DBA 112, or INT 110

Communication:

COM 120, COM 231, or ENG 112

Humanities/Fine Arts:

HUM 110 or HUM 115

Math:

MAT 143 or MAT 171

Other Requirement:

ACA 111 or ACA 122

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

*This program offers the following certificate options:*

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

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

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

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

### Accounting and Finance: Accounting Productivity Software Certificate (C2580004)

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 150	Accounting Software Appl	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
CTS 225	Spreadsheet Data Analysis	2	2	0	3
<b>Total Credits for Certificate</b>					<b>15</b>

Contact the program coordinator or department chair for specific requirements.

## Accounting and Finance: Financial Services (A25800F)

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

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

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 267	Fraud Examination	3	0	0	3
BAF 143	Financial Planning	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 125	Personal Finance	3	0	0	3
BUS 147	Business Insurance	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 210	Investment Analysis	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 112	Database Utilization	2	2	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
INT 110	International Business	3	0	0	3
WBL 110	World of Work	1	0	0	1
<b>Total</b>					<b>51</b>
<b>General Education Courses</b>					
ECO 252	Princ of Macroeconomics	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 152	Statistical Methods I	3	2	0	4
Communication*					3
Humanities/Fine Arts*					3
Math*					3
<b>Total</b>					<b>19</b>
<b>Other Required Courses</b>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>71</b>

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

#### Communication:

COM 120, COM 231, or ENG 112

#### Humanities/Fine Arts:

HUM 110 or HUM 115

#### Math:

MAT 143 or MAT 171

#### Other Requirement:

ACA 111 or ACA 122

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

*This program offers the following certificate options:*

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

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

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

### **Accounting and Finance Pathway (C25800H1)**

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

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

## Advanced Medical Coding Diploma (D45530)

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

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

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

*Individuals entering this curriculum must hold a minimum of an associate's degree in a healthcare field or health informatics from a regionally accredited college or university.*

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

#### Anatomy and Physiology:

BIO 163 *or* BIO 168 and BIO 169

#### Required BIO/HIT:

BIO 271 or HIT 226

#### Humanities/Fine Arts:

HUM 115 or PHI 240

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

### Course and Hour Requirements

				Clinic/	Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
AMC 200	Health Information for Coders	2	0	0	2
AMC 201	Legal and Compliance	2	0	0	2
AMC 202	Coding for Reimbursement	2	0	0	2
AMC 203	Intermediate ICD Diagnoses	2	3	0	3
AMC 204	Intermediate ICD Procedures	2	3	0	3
AMC 205	Intermediate CPT Coding	2	3	0	3
AMC 206	Clinical Documentation	2	3	0	3
AMC 207	Advanced Medical Coding Lab I	0	6	0	2
AMC 209	Professional Practice Exp.	0	0	6	2
Anatomy and Physiology*					5
Required BIO/HIT*					3
<b>Total</b>					<b>30</b>
<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>6</b>
<b>Total Credits for Diploma</b>					<b>36</b>

## Advertising and Graphic Design (A30100)

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

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

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

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
GRD 110	Typography I	2	2	0	3
GRD 111	Typography II	2	2	0	3
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 142	Graphic Design II	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Tech I	1	4	0	3
GRD 153	Computer Design Tech II	1	4	0	3
GRD 156	Computer Design Apps I	0	3	0	1
GRD 157	Computer Design Apps II	0	3	0	1
GRD 188	Graphic Design for Web I	2	3	0	3
GRD 241	Graphic Design III	2	4	0	4
GRD 265	Digital Print Production	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 280	Portfolio Design	2	4	0	4
GRD 288	Graphic Design for Web II	2	3	0	3
MKT 220	Advertising and Sales Promotio	3	0	0	3
Drawing Elective*					2
Graphic Design Elective*					1
<b>Total</b>					<b>52</b>

### General Education Courses

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

### Other Required Courses

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

**Total Credits for AAS Degree 68**

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

#### Drawing Elective:

ART 131 or GRD 121

#### Graphic Design Elective:

GRD 281 or WBL 111

#### Communication:

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

#### Humanities/Fine Arts:

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

#### Natural Science/Math:

AST 111 and AST 111A, BIO 110, BIO 111, GEL 111, MAT 110, MAT 143, or PHY 110 and PHY 110A

#### Social/Behavioral Sciences:

PSY 150 or SOC 210

#### Other Requirement:

ACA 111 or ACA 122

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

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

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

### Fine Arts Supplemental Diploma (D3010001)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
GRD 110	Typography I	2	2	0	3
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Tech I	1	4	0	3
GRD 156	Computer Design Apps I	0	3	0	1
GRD 157	Computer Design Apps II	0	3	0	1
Fine Arts Electives**					12
<b>Total</b>					<b>27</b>

### General Education Courses

COM 231	Public Speaking	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
Humanities/Fine Arts**					3
<b>Total</b>					<b>9</b>

**Total Credits for Diploma 36**

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

#### Fine Arts Electives:

ART 113, ART 121, ART 122, ART 131, ART 135, ART 171, ART 212, ART 213, ART 218, ART 219, ART 231, ART 240, ART 241, ART 245, ART 246, ART 247, ART 248, ART 250, ART 260, ART 261, ART 262, ART 264, ART 265, ART 271, ART 281, ART 282, ART 283, ART 284

#### Humanities/Fine Arts:

ART 111, ART 114, or ART 115

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

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

Contact the program coordinator or department chair for specific requirements.

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*Career and College Promise offers the following pathways:*

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

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

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



## Air Conditioning, Heating & Refrigeration Technology (A35100)

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

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

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

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
AHR 110 Intro to Refrigeration	2	6	0	5
AHR 111 HVACR Electricity	2	2	0	3
AHR 112 Heating Technology	2	4	0	4
AHR 113 Comfort Cooling	2	4	0	4
AHR 114 Heat Pump Technology	2	4	0	4
AHR 115 Refrigeration Systems	1	3	0	2
AHR 130 HVAC Controls	2	2	0	3
AHR 133 HVAC Servicing	2	6	0	4
AHR 140 All-Weather Systems	1	3	0	2
AHR 151 HVAC Duct Systems I	1	3	0	2
AHR 160 Refrigerant Certification	1	0	0	1
AHR 211 Residential System Design	2	2	0	3
AHR 212 Advanced Comfort Systems	2	6	0	4
AHR 213 HVACR Building Code	1	2	0	2
AHR 215 Commercial HVAC Controls	1	3	0	2
BPR 135 Schematics & Diagrams	2	0	0	2
ISC 115 Construction Safety	2	0	0	2
Computer Elective*				2
Elective*				1
<b>Total</b>				<b>52</b>

### General Education Courses

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

### Other Required Courses

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

**Total Credits for AAS Degree 68**

*\*Recommended Elective & General Education Options:*

Computer Elective:  
CIS 111 or EGR 125

Elective:  
AHR 180, AHR 250, SST 110, SST 120, WBL 111, or WBL 121

Communication:  
COM 120 or COM 231

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

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

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

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

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

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
AHR 110 Intro to Refrigeration	2	6	0	5
AHR 111 HVACR Electricity	2	2	0	3
AHR 112 Heating Technology	2	4	0	4
AHR 113 Comfort Cooling	2	4	0	4
AHR 114 Heat Pump Technology	2	4	0	4
AHR 130 HVAC Controls	2	2	0	3
AHR 133 HVAC Servicing	2	6	0	4
AHR 160 Refrigerant Certification	1	0	0	1
ISC 115 Construction Safety	2	0	0	2
<b>Total</b>				<b>30</b>

### General Education Courses

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

**Total Credits for Diploma 36**

### Efficiency and Performance Diagnostics Diploma (D3510002)

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
AHR 110 Intro to Refrigeration	2	6	0	5
AHR 111 HVACR Electricity	2	2	0	3
AHR 112 Heating Technology	2	4	0	4
AHR 113 Comfort Cooling	2	4	0	4
AHR 114 Heat Pump Technology	2	4	0	4
AHR 160 Refrigerant Certification	1	0	0	1
AHR 211 Residential System Design	2	2	0	3
AHR 212 Advanced Comfort Systems	2	6	0	4
AHR 213 HVACR Building Code	1	2	0	2
CIS 111 Basic PC Literacy	1	2	0	2
SST 110 Intro to Sustainability	3	0	0	3
SST 120 Energy Use Analysis	2	2	0	3
<b>Total</b>				<b>38</b>

### General Education Courses

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

**Total Credits for Diploma 44**

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

		Clinic/ Credit	
<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u> <u>Hours</u>
AHR 110 Intro to Refrigeration	2	6	0 5
AHR 111 HVACR Electricity	2	2	0 3
AHR 112 Heating Technology	2	4	0 4
AHR 113 Comfort Cooling	2	4	0 4
<b>Total Credits for Certificate</b>			<b>16</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

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

		Clinic/ Credit	
<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>WkExp</u> <u>Hours</u>
AHR 110 Intro to Refrigeration	2	6	0 5
AHR 111 HVACR Electricity	2	2	0 3
AHR 112 Heating Technology	2	4	0 4
AHR 113 Comfort Cooling	2	4	0 4
<b>Total Credits for Pathway</b>			<b>16</b>

**Air Conditioning, Heating and Refrigeration Technology  
Pathway II (C35100H2)**

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

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

## Architectural Technology (A40100)

A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes and standards, structural principles, cost estimation, planning, graphics, and presentation.

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

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

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

### Course and Hour Requirements

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

### General Education Courses

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

### Other Required Courses

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

<b>Total Credits for AAS Degree</b>				<b>68</b>
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### \*Recommended Elective & General Education Options:

#### Co-op Electives:

WBL 111 or WBL 121

#### Major Requirements:

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

#### Humanities/Fine Arts:

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

#### Other Requirement:

ACA 111 or ACA 122

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

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Architectural Technology Pathway (C40100H1)

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

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

## Associate Degree Nursing (A45110)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
BIO 271 <sup>+</sup>	Pathophysiology	3	0	0	3
NUR 111	Intro to Health Concepts	4	6	6	8
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10
PSY 241	Developmental Psych	3	0	0	3
<b>Total</b>					<b>49</b>

<b>General Education Courses</b>					
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>20</b>

<b>Total Credits for ADN Degree</b>					<b>69</b>
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**\*Recommended Elective & General Education Options:**

Humanities/Fine Arts:  
HUM 115 or PHI 240

<sup>+</sup> BIO 271 must be taken in the spring of senior year in conjunction with NUR 213

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

The Associate Degree Nursing program is approved by the North Carolina Board of Nursing (NCBON) and accredited by the National League for Nursing Commission for Nursing Education (NLN-CNEA).

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

NLN-CNEA  
2600 Virginia Ave, NW  
Washington, DC, 20032  
Phone: 202-909-2526

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

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

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

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major are chosen.

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

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ Credit</u>	
			<u>WkExp</u>	<u>Hours</u>
AUT 116 Engine Repair	2	3	0	3
AUT 116A Engine Repair Lab	0	3	0	1
AUT 163 Adv Auto Electricity	2	3	0	3
AUT 163A Adv Auto Electricity Lab	0	3	0	1
LDD 112 Intro Light-Duty Diesel	2	2	0	3
LDD 181 Ldd Fuel Systems	2	6	0	4
LDD 183 Air, Exh, Emissions	2	6	0	4
LDD 284 LDD Test and Diagnosis	2	3	0	3
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 120 Basic Transp Electricity	4	3	0	5
TRN 120A Basic Transp Electricity Lab	0	3	0	1
TRN 145 Adv Transp Electronics	2	3	0	3
TRN 170 Pc Skills for Transp	1	2	0	2
<b>Total</b>				<b>35</b>
<i>General Education Courses</i>				
Communication*				3
Math*				3
<b>Total</b>				<b>6</b>
<b>Total Credits for Diploma</b>				<b>41</b>

### \*Recommended General Education Options:

#### Communication:

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

#### Math:

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

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT-003 with a P1 or an appropriate math placement test score.

Contact the program coordinator or department chair for specific requirements.

## Automotive Systems Technology (A60160)

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

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

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

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

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
AUT 141 Suspension & Steering Sys	2	3	0	3
AUT 151 Brake Systems	2	3	0	3
AUT 163 Adv Auto Electricity	2	3	0	3
AUT 181 Engine Performance I	2	3	0	3
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 120 Basic Transp Electricity	4	3	0	5
TRN 140 Transp Climate Control	1	2	0	2
Major Requirements*				30
<b>Total</b>				<b>51</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Sciences*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>67</b>

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

#### Major Requirements:

AUT 114, AUT 116, AUT 116A, AUT 141A, AUT 151A, AUT 163A, AUT 181A, AUT 183, AUT 221, AUT 221A, AUT 231, AUT 281, TRN 120A, TRN 140A, TRN 145, TRN 170

#### Communication:

COM 110, COM 120, or COM 231

#### Humanities/Fine Arts:

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

#### Math:

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

#### Social/Behavioral Sciences:

PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT-003 with a P1 or an appropriate math placement test score.

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

### Automotive Systems Technology Diploma (D6016001)

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

#### General Education Courses

Communication**	3
Math**	3
<b>Total</b>	<b>6</b>

#### Other Required Courses

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

**Total Credits for Diploma 46**

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

#### Major Requirements:

AUT 114, AUT 116, AUT 116A, AUT 141A, AUT 151A, AUT 163A, AUT 181A, AUT 183, AUT 221, AUT 221A, AUT 231, AUT 281, TRN 120A, TRN 140A, TRN 145, TRN 170

#### Required Courses:

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

#### Math:

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

#### Other Requirement:

ACA 111 or ACA 122

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

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

Contact program coordinator or department chair for specific requirements.

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*Career and College Promise offers the following pathway:*

**Automotive Systems Technology Pathway (C60160H1)**

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

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

## Basic Law Enforcement Training Certificate (C55120)

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

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

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

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

### Course and Hour Requirements

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CJC 110 Basic Law Enforcement BLET	10	30	0	20
<b>Total Credits for Certificate</b>				<b>20</b>

Work Based Learning work experience is not allowed.

Students should complete this program in 20 weeks for the Day Academy and 29 weeks for the Night Academy.



## Biotechnology (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician.

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

A program that focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the commercial exploitation of microbes, plants, and animals. Potential course work includes instruction in general biology, general and organic chemistry, physics, biochemistry, molecular biology, immunology, microbiology, genetics, and cellular biology.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BIO 111 General Biology I	3	3	0	4
BIO 112 General Biology II	3	3	0	4
BTC 150 Bioethics	3	0	0	3
BTC 181 Basic Lab Techniques	3	3	0	4
BTC 250 Principles of Genetics	3	0	0	3
BTC 285 Cell Culture	2	3	0	3
Chemistry I*				4
Chemistry II*				4
Microbiology*				4
Electives*				16
<b>Total</b>				<b>49</b>

#### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
MAT 152 Statistical Methods I	3	2	0	4
Humanities/Fine Arts*				3
Social/Behavioral Sciences*				3
<b>Total</b>				<b>16</b>

#### Other Required Courses

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

**Total Credits for AAS Degree 66**

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

##### Chemistry I:

CHM 131 and CHM 131A or CHM 151

##### Chemistry II:

CHM 132 or CHM 152

##### Microbiology:

BIO 275 or BTC 275

#### Electives:

BTC 182, BTC 183, BTC 270, BTC 281, BTC 286, BTC 287, BTC 288, CHM 263, MAT 171, WBL 111, WBL 112

#### Humanities/Fine Arts:

ART 111, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, MUS 110, or PHI 240

#### Social/Behavioral Sciences:

POL 120, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

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

The Biotechnology program has established collaborative agreements with surrounding area community colleges. These agreements allow students to take a majority of their courses at their area community college and the remaining courses at Pitt Community College. Pitt Community College will award the Biotechnology degree.

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

### Biotechnology Pathway (C20100H1)

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 122 College Transfer Success	0	2	0	1
BIO 111 General Biology I	3	3	0	4
BIO 112 General Biology II	3	3	0	4
BTC 181 Basic Lab Techniques	3	3	0	4
BTC 250 Principles of Genetics	3	0	0	3
<b>Total Credits for Pathway</b>				<b>16</b>

### Biotechnology Pathway – Level I (C20100H2)

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BIO 111 General Biology I	3	3	0	4
BTC 181 Basic Lab Techniques	3	3	0	4
BTC 275 Industrial Microbiology	3	3	0	4
MAT 152 Statistical Methods I	3	2	0	4
<b>Total Credits for Pathway</b>				<b>16</b>

### Biotechnology Pathway – Level II (C20100H3)

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BIO 111 General Biology I	3	3	0	4
BTC 181 Basic Lab Techniques	3	3	0	4
BTC 275 Industrial Microbiology	3	3	0	4
BTC 281 Bioprocess Techniques	2	6	0	4
<b>Total Credits for Pathway</b>				<b>16</b>

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

## Breast Sonography Certificate (C45490)

The Breast Sonography curriculum provides registered mammographers the didactic and clinical experience necessary to become registered breast sonographers.

Course work includes breast pathophysiology; physics, instrumentation, and equipment operation necessary to perform diagnostic and interventional breast sonography procedures; and clinical breast image production and evaluation.

Graduates may be eligible to apply to take the American Registry of Radiologic Technologist (ARRT) certification exam in Breast Sonography.

***Individuals entering this curriculum must be a registered Radiologic Technologist and a registered Mammographer.***

### Course and Hour Requirements

<i>Program Courses</i>		Clinic/			Credit
		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	
BST 101	Breast Pathophysiology	1	0	0	1
BST 102	BST Physics & Equipment	2	0	0	2
BST 103	BST Image Production & Eval	1	3	0	2
BST 104	BST Procedures	1	0	0	1
BST 105	Clinical Education	0	0	30	10
<b>Total Credits for Certificate</b>					<b>16</b>

Students making satisfactory progress should complete program in two semesters.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

The medical director for this program is Bruce F. Schroeder, MD

## Building Construction Technology (A35140)

A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimation; print reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

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

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

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ARC 131	Building Codes	2	2	0	3
BPR 130	Print Reading-Construction	3	0	0	3
CAR 110	Introduction to Carpentry	2	0	0	2
CAR 111	Carpentry I	3	15	0	8
CAR 112	Carpentry II	3	15	0	8
CAR 113	Carpentry III	3	9	0	6
CST 131	OSHA/Safety/Certification	2	2	0	3
CST 221	Statics/Structures	3	3	0	4
CST 241	Planning/Estimating I	2	2	0	3
SST 140	Green Bldg & Design Concepts	3	0	0	3
Engineering Elective*					6
<b>Total</b>					<b>49</b>

<i>General Education Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
COM 231	Public Speaking	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
Humanities/Fine Arts*					3
Natural Sciences/Math*					3
Social/Behavioral Sciences*					3
<b>Total</b>					<b>15</b>

<i>Other Required Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
Other Requirement*					1
<b>Total</b>					<b>1</b>

**Total Credits for AAS Degree 65**

*\*Recommended Elective & General Education Options:*

Engineering Elective:

CMT 210, CMT 214, CST 211, or DFT 151

Humanities/Fine Arts:

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

Natural Sciences/Math:

MAT 121, MAT 171, or PHY 151

Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

Other Requirement:

ACA 111 or ACA 122

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

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

### Residential Carpentry Diploma (D3514001)

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ARC 131	Building Codes	2	2	0	3
BPR 130	Print Reading-Construction	3	0	0	3
CAR 110	Introduction to Carpentry	2	0	0	2
CAR 111	Carpentry I	3	15	0	8
CAR 112	Carpentry II	3	15	0	8
CAR 113	Carpentry III	3	9	0	6
CST 241	Planning/Estimating I	2	2	0	3
<b>Total</b>					<b>33</b>

### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
<b>Total</b>					<b>6</b>

### *Other Required Course*

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

**Total Credits for Diploma 40**

*\*\*Recommended Other Requirement Options for Diploma:*

Other Requirement:

ACA 111 or ACA 122

### Framing Certificate (C3514001)

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BPR 130	Print Reading-Construction	3	0	0	3
CAR 110	Introduction to Carpentry	2	0	0	2
CAR 111	Carpentry I	3	15	0	8
<b>Total Credits for Certificate</b>					<b>13</b>

### Cabinetry Certificate (C3514002)

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
CAB 111	Cabinetmaking I	4	9	0	7
CAB 112	Cabinetmaking II	5	12	0	9
<b>Total Credits for Certificate</b>					<b>16</b>

Contact the program coordinator or department chair for specific requirements.

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*Career and College Promise offers the following pathway:*

**Building Construction Technology Pathway (C35140H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ARC 112	Constr Matls & Methods	3	2	0	4
BPR 130	Print Reading-Construction	3	0	0	3
CMT 210	Construction Management Fund	3	0	0	3
CST 241	Planning/Estimating I	2	2	0	3
SST 140	Green Bldg & Design Concepts	3	0	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

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

## Business Administration: General Business Administration (A25120B)

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

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 121 Business Math	2	2	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 151 People Skills	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
BUS 225 Business Finance	2	2	0	3
BUS 238 Integrated Management	3	0	0	3
BUS 240 Business Ethics	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
INT 110 International Business	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
WBL 110 World of Work	1	0	0	1
Electives*				2
<b>Total</b>				<b>53</b>

#### *General Education Courses*

ECO 252 Prin of Macroeconomics	3	0	0	3
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
<b>Total</b>				<b>15</b>

#### *Other Required Courses*

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

**Total Credits for AAS Degree 69**

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

##### Major Elective:

ACC 140, ACC 150, BUS 125, CTS 225, DBA 112, ETR 210, MKT 220, or WBL 112

##### Communication:

COM 120, COM 231, or ENG 112

##### Humanities/Fine Arts:

HUM 115 or PHI 240

##### Math:

MAT 143, MAT 152, or MAT 171

##### Other Requirement:

ACA 111 or ACA 122

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

*This program offers the following certificate options:*

#### **Business Productivity Software Certificate (C2512007)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120 Prin of Financial Accounting	3	2	0	4
CIS 110 Introduction to Computers	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
CTS 225 Spreadsheet Data Analysis	2	2	0	3
DBA 112 Database Utilization	2	2	0	3
<b>Total Credits for Certificate</b>				<b>16</b>

#### **Business Supervisor Certificate (C2512006)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
Communication**				3
<b>Total Credits for Certificate</b>				<b>15</b>

##### **\*\*Communication Options:**

COM 120 or COM 231 or ENG 111 and ENG 112

#### **Management Applications and Principles Certificate (C2512001)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BUS 110 Introduction to Business	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 151 People Skills	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
<b>Total Credits for Certificate</b>				<b>15</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

#### **Business Administration Pathway (C25120H1)**

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
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
<b>Total Credits for Pathway</b>				<b>15</b>

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

## Business Administration: Human Resources Management (A25120H)

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

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

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
BUS 217 Employment Law and Regs	3	0	0	3
BUS 234 Training and Development	3	0	0	3
BUS 238 Integrated Management	3	0	0	3
BUS 240 Business Ethics	3	0	0	3
BUS 255 Org Behavior in Business	3	0	0	3
BUS 256 Recruit Select & Per Plan	3	0	0	3
BUS 258 Compensation and Benefits	3	0	0	3
BUS 259 HRM Applications	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
WBL 110 World of Work	1	0	0	1
Major Elective*				2
<b>Total</b>				<b>55</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
PSY 150 General Psychology	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
<b>Total</b>				<b>15</b>

### Other Required Courses

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

<b>Total Credits for AAS Degree</b>				<b>71</b>
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### \*Recommended Elective & General Education Options:

#### Major Electives:

ACC 140, ACC 150, BUS 121, BUS 125, BUS 151, INT 110, or WBL 112

#### Communication:

COM 120, COM 231, or ENG 112

#### Humanities/Fine Arts:

HUM 115 or PHI 240

#### Math:

MAT 143, MAT 152, or MAT 171

#### Other Requirement:

ACA 111 or ACA 122

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

*This program offers the following certificate option:*

### Human Resources Management Certificate (C2512004)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BUS 110 Introduction to Business	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
BUS 217 Employment Law and Regs	3	0	0	3
BUS 255 Org Behavior in Business	3	0	0	3
BUS 256 Recruit Select & Per Plan	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
<b>Total Credits for Certificate</b>				<b>18</b>

### Payroll and Benefits Specialist Certificate (C2512008)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 140 Payroll Accounting	1	3	0	2
BUS 153 Human Resource Management	3	0	0	3
BUS 217 Employment Law and Regs	3	0	0	3
BUS 258 Compensation and Benefits	3	0	0	3
<b>Total Credits for Certificate</b>				<b>15</b>

Contact the program coordinator or department chair for specific requirements.

## Business Administration: Marketing (A25120M)

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

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

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 121 Business Math	2	2	0	3
BUS 137 Principles of Management	3	0	0	3
ECO 252 Prin of Macroeconomics	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
MKT 121 Retailing	3	0	0	3
MKT 123 Fundamentals of Selling	3	0	0	3
MKT 220 Advertising and Sales Promotio	3	0	0	3
MKT 223 Customer Service	3	0	0	3
MKT 225 Marketing Research	3	0	0	3
MKT 227 Marketing Applications	3	0	0	3
MKT 232 Social Media Marketing	3	2	0	4
Computer Applications*				3
Office Applications*				3
Other Required*				2
<b>Total</b>				<b>52</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>68</b>

*\*Recommended Elective & General Education Options:*

Computer Applications:  
CIS 110 or OST 137

Office Applications:  
CTS 130 or OST 138

Other Required:  
ETR 210 or WBL 112

Communication:  
COM 120, COM 231, or ENG 112

Humanities/Fine Arts:  
ART 111, HUM 115, MUS 110, or PHI 240

Math:  
MAT 143, MAT 152, or MAT 171

Other Requirement:  
ACA 111 or ACA 122

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

*This program offers the following certificate option:*

### Marketing Certificate (C2512005)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BUS 110 Introduction to Business	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
MKT 123 Fundamentals of Selling	3	0	0	3
MKT 220 Advertising and Sales Promotio	3	0	0	3
MKT 225 Marketing Research	3	0	0	3
OST 137 Office Applications I	2	2	0	3
<b>Total Credits for Certificate</b>				<b>18</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

### Business Administration Pathway: Marketing (D25120H3)

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 111 College Student Success	1	0	0	1
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
COM 120 Intro Interpersonal Com	3	0	0	3
COM 231 Public Speaking	3	0	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
ENG 111 Writing and Inquiry	3	0	0	3
MAT 143 Quantitative Literacy	2	2	0	3
MKT 120 Principles of Marketing	3	0	0	3
MKT 220 Advertising and Sales Promotio	3	0	0	3
MKT 223 Customer Service	3	0	0	3
MKT 225 Marketing Research	3	0	0	3
MKT 232 Social Media Marketing	3	2	0	4
MUS 110 Music Appreciation	3	0	0	3
<b>Total Credits for Pathway</b>				<b>47</b>

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

## Cardiovascular Sonography (A45160)

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

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology, and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 163	Basic Anat & Physiology	4	2	0	5
CVS 160	CVS Clinical Ed I	0	4	9	5
CVS 161	CVS Clinical Ed II	0	0	24	8
CVS 162	CVS Clinical Ed III	0	0	15	5
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
CVS 260	CVS Clinical Ed IV	0	0	24	8
CVS 261	CVS Clinical Ed V	0	0	24	8
CVS 277	Cardiovascular Topics	2	0	0	2
PHY 110	Conceptual Physics	3	0	0	3
SON 111	Sonographic Physics	3	3	0	4
SON 225	Case Studies	0	3	0	1
SON 250	Vascular Sonography	1	3	0	2
<b>Total</b>					<b>59</b>

### General Education Courses

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

### Other Required Courses

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

**Total Credits for AAS Degree 75**

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

Humanities/Fine Arts:  
HUM 115 or PHI 240

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

*This program offers the following diploma options:*

### Echocardiography Diploma (D4516001):

#### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 163	Basic Anat & Physiology	4	2	0	5
CVS 160	CVS Clinical Ed I	0	4	9	5
CVS 161	CVS Clinical Ed II	0	0	24	8
CVS 162	CVS Clinical Ed III	0	0	15	5
CVS 163	Echo I	3	2	0	4
CVS 164	Echo II	3	2	0	4
CVS 277	Cardiovascular Topics	2	0	0	2
PHY 110	Conceptual Physics	3	0	0	3
SON 111	Sonographic Physics	3	3	0	4
SON 250	Vascular Sonography	1	3	0	2
<b>Total</b>					<b>42</b>

### General Education Courses

ENG 111	Writing and Inquiry	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
<b>Total</b>					<b>6</b>

**Total Credits for Diploma 48**

Students making satisfactory progress should complete the diploma in three semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

The Cardiovascular Sonography/Echocardiography program is accredited by the Commission of the Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

#### CAAHEP

9355 113th St. N, #7709  
Seminole, FL 33775  
Phone: 727-210-2350  
Fax: 727-210-2345  
Email: [mail@caahep.org](mailto:mail@caahep.org)  
Website: [www.caahep.org](http://www.caahep.org)

#### JRC-DMS

6021 University Blvd  
Suite 500  
Ellicott City, MD 21043  
Phone: 443-973-3251  
Fax: 866-738-3444  
Email: [mail@jrcdms.org](mailto:mail@jrcdms.org)  
Website: [www.jrcdms.org](http://www.jrcdms.org)

The medical advisor for this program is Michael K Smith, MD, FACC.



## Computed Tomography and Magnetic Resonance Imaging Technology Diploma (D45200)

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry eligible radiologic technologist, radiation therapist, or nuclear medicine technologist.

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

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

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CAT 210	CT Physics and Equipment	3	0	0	3
CAT 211	CT Procedures	4	0	0	4
CAT 231	CT Clinical Practicum	0	0	33	11
MRI 210	MRI Physics and Equipment	3	0	0	3
MRI 211	MRI Procedures	4	0	0	4
MRI 231	MRI Clinical Practicum	0	0	33	11
<b>Total</b>					<b>36</b>

#### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
<b>Total</b>					<b>6</b>

**Total Credits for Diploma 42**

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

*This program offers the following certificate options:*

### Computed Tomography Certificate (C4520001)

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CAT 210	CT Physics and Equipment	3	0	0	3
CAT 211	CT Procedures	4	0	0	4
CAT 231	CT Clinical Practicum	0	0	33	11
<b>Total Credits for Certificate</b>					<b>18</b>

### Magnetic Resonance Imaging Certificate (C4520002)

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
MRI 210	MRI Physics and Equipment	3	0	0	3
MRI 211	MRI Procedures	4	0	0	4
MRI 231	MRI Clinical Practicum	0	0	33	11
<b>Total Credits for Certificate</b>					<b>18</b>

Students making satisfactory progress should complete each certificate in one semester.

CAT 261, MRI 240, and MRI 271 are not required courses, but are available to diploma and certificate students as an option to help them prepare for the board exams. Please contact the program director for information.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

## Computer-Integrated Machining (A50210)

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Course work may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

### Course and Hour Requirements

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
BPR 111 Print Reading	1	2	0	2
EGR 125 Appl Software for Tech	1	2	0	2
MAC 114 Intro to Metrology	2	0	0	2
MAC 121 Intro to CNC	2	0	0	2
MAC 122 CNC Turning	1	3	0	2
MAC 124 CNC Milling	1	3	0	2
MAC 141 Machining Applications I	2	6	0	4
MAC 142 Machining Applications II	2	6	0	4
MAC 151 Machining Calculations	1	2	0	2
MAC 228 Advanced CNC Processes	2	3	0	3
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MAC 233 Appl in CNC Machining	2	12	0	6
MEC 110 Intro to CAD/CAM	1	2	0	2
Blueprint/Drafting Elective*				2
Machining Elective*				4
Other Elective*				2
Safety Elective*				2
<b>Total</b>				<b>49</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Social/Behavior Science*				3
Math*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
Other Requirements*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>65</b>

*\*Recommended Elective & General Education Options:*

Blueprint/Drafting Electives:

BPR 121, DFT 151, or DFT 152

Machining Electives:

MAC 143, WBL 112, WBL 122

Other Elective:

MEC 142 or MEC 180

Safety Elective:

ISC 112 or ISC 121

Communication:

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

Humanities/Fine Arts:

HUM 110 or HUM 115

Social/Behavioral Sciences:

SOC 210 or SOC 213

Math:

MAT 110, MAT 121, or MAT 171

Other Requirement:

ACA 111 or ACA 122

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

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

### Computer-Integrated Machining Diploma (D5021001)

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
BPR 111 Print Reading	1	2	0	2
DFT 151 CAD I	2	3	0	3
DFT 152 CAD II	2	3	0	3
MAC 121 Intro to CNC	2	0	0	2
MAC 141 Machining Applications I	2	6	0	4
MAC 142 Machining Applications II	2	6	0	4
MAC 143 Machining Appl III	2	6	0	4
MAC 151 Machining Calculations	1	2	0	2
MAC 228 Advanced CNC Processes	2	3	0	3
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MEC 110 Intro to CAD/CAM	1	2	0	2
Safety Elective**				2
<b>Total</b>				<b>37</b>
<i>General Education Courses</i>				
MAT 110 Math Measurement & Literacy	2	2	0	3
Communication**				3
<b>Total</b>				<b>6</b>

**Total Credits for Diploma 43**

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

Safety Elective:

ISC 112 or ISC 121

Communication:

ENG 111, ENG 112, COM 110, COM 120, or COM 231

### CNC Certificate (C5021001)

<i>Program Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
MAC 121 Intro to CNC	2	0	0	2
MAC 228 Advanced CNC Processes	2	3	0	3
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MEC 110 Intro to CAD/CAM	1	2	0	2
<b>Total Credits for Certificate</b>				<b>13</b>

**CNC Level I Certificate (C5021003)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
DFT 151 CAD I	2	3	0	3
MAC 114 Intro to Metrology	2	0	0	2
MAC 121 Intro to CNC	2	0	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
<b>Total Credits for Certificate</b>				<b>12</b>

**CNC Level II Certificate (C5021004)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
MAC 114 Intro to Metrology	2	0	0	2
MAC 121 Intro to CNC	2	0	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MEC 110 Intro to CAD/CAM	1	2	0	2
<b>Total Credits for Certificate</b>				<b>12</b>

**CNC Level III Certificate (C5021005)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
MAC 114 Intro to Metrology	2	0	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MAC 233 Appl in CNC Machining	2	12	0	6
<b>Total Credits for Certificate</b>				<b>14</b>

**CNC Level IV Certificate (C5021006)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
MAC 228 Advanced CNC Processes	2	3	0	3
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MAC 233 Appl in CNC Machining	2	12	0	6
<b>Total Credits for Certificate</b>				<b>15</b>

**CNC Operator Certificate (C5021007)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
MAC 114 Intro to Metrology	2	0	0	2
MAC 121 Intro to CNC	2	0	0	2
MAC 151 Machining Calculations	1	2	0	2
MAC 228 Advanced CNC Processes	2	3	0	3
Safety Elective**				2
<b>Total Credits for Certificate</b>				<b>13</b>

**\*\*Recommended Elective Option for Certificate:**

Safety Elective:

ISC 112 or ISC 121

**Machining Level I Certificate (C5021008)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
MAC 141 Machining Applications I	2	6	0	4
MAC 142 Machining Applications II	2	6	0	4
MAC 151 Machining Calculations	1	2	0	2
<b>Total Credits for Certificate</b>				<b>12</b>

**Machining Level II Certificate (C5021009)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
MAC 141 Machining Applications I	2	6	0	4
MAC 142 Machining Applications II	2	6	0	4
MAC 143 Machining Appl III	2	6	0	4
<b>Total Credits for Certificate</b>				<b>12</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

**Computer-Integrated Machining Pathway I (C50210H1)**

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
MAC 121 Intro to CNC	2	0	0	2
MAC 141 Machining Applications I	2	6	0	4
MAC 142 Machining Applications II	2	6	0	4
<b>Total Credits for Pathway</b>				<b>12</b>

**Computer-Integrated Machining Pathway II (C50210H2)**

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
BPR 121 Blueprint Reading-Mech	1	2	0	2
MAC 114 Intro to Metrology	2	0	0	2
MAC 143 Machining Appl III	2	6	0	4
MAC 151 Machining Calculations	1	2	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
<b>Total Credits for Pathway</b>				<b>15</b>

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

## Criminal Justice Technology (A55180)

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

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

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

### Course and Hour Requirements

		Clinic/		Credit	
		Class	Lab	WkExp	Hours
<b>Major Courses</b>					
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 114	Investigative Photography	1	2	0	2
CJC 120	Interviews/Interrogations	1	2	0	2
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 212	Ethics & Comm Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
CJT Electives*					15
History Elective*					3
<b>Total</b>					<b>50</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Sciences*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>66</b>

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

CJT Electives:

CJC 122, CJC 132, CJC 160, CJC 211, CJC 213, CJC 214, CJC 215, CJC 222, CJC 223, CJC 225, CJC 233 CJC 241, WBL 111, WBL 112

History Elective:

HIS 111, HIS 112, HIS 131, HIS 132, or POL 120

Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

Math:

MAT 110 or MAT 143

Social/Behavioral Sciences:

PSY 150 or SOC 210

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

### Criminal Justice Fellows Program

The mission of the North Carolina Criminal Justice Fellows Program is to recruit talented high school senior graduates into the criminal justice profession. Each year this program will fund fellowships for high school senior graduates who have exhibited high academic achievement, a history of service to the school and community, and a desire to serve the state of North Carolina in a field within the criminal justice profession.

This fellowship will fund an Applied Associates Degree in Criminal Justice or Committee approved related field of study, from any North Carolina Community College.

*Career and College Promise offers the following pathways:*

#### Criminal Justice Technology Pathway (D55180H1)

		Clinic/		Credit	
		Class	Lab	WkExp	Hours
<b>Required Courses</b>					
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Criminal Law	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics & Comm Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
COM 120	Intro Interpersonal Com	3	0	0	3
POL 120	American Government	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3
<b>Total Credits for Pathway</b>					<b>41</b>

#### Criminal Justice Technology Pathway (C55180H1)

		Clinic/		Credit	
		Class	Lab	WkExp	Hours
<b>Required Courses</b>					
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 222	Criminalistics	3	0	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

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

## Early Childhood Education (A55220C)

A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/ social/ health/ physical/ language/ communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

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

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

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

### Course and Hour Requirements

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
EDU 119 Intro to Early Child Educ	4	0	0	4
EDU 131 Child, Family, and Community	3	0	0	3
EDU 144 Child Development I	3	0	0	3
EDU 145 Child Development II	3	0	0	3
EDU 146 Child Guidance	3	0	0	3
EDU 151 Creative Activities	3	0	0	3
EDU 151A Creative Activities Lab	0	2	0	1
EDU 153 Health, Safety, and Nutrition	3	0	0	3
EDU 184 Early Child Intro Pract	1	3	0	2
EDU 221 Children with Exceptionalities	3	0	0	3
EDU 234 Infants, Toddlers, and Twos	3	0	0	3
EDU 251 Exploration Activities	3	0	0	3
EDU 261 Early Childhood Admin I	3	0	0	3
EDU 280 Language/Literacy Experiences	3	0	0	3
EDU 284 Early Child Capstone Prac	1	9	0	4
Computer Elective*				3
Electives*				3
<b>Total</b>				<b>50</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
PSY 150 General Psychology	3	0	0	3
Humanities/Fine Arts*				3
Natural Sciences/Math*				3
<b>Total</b>				<b>15</b>

### Other Required Courses

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

**Total Credits for AAS Degree 66**

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

#### Computer Elective:

CIS 110 or OST 137

#### Electives:

ART 111, ART 114, ART 115, AST 111 and AST 111A, BIO 110, BIO 111, COM 231, EDU 149, EDU 216, EDU 235, EDU 262, HIS 111, HIS 112, HIS 131, HIS 132, MUS 110, MUS 112, SOC 210

#### Humanities/Fine Arts:

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

#### Natural Sciences/Math:

AST 111 and AST 111A, GEL 111, MAT 110

#### Other Requirements:

ACA 111 or ACA 122

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

Course work also includes required observation and practical experiences in licensed child care facilities. For successful completion of this portion of coursework, students must submit a Letter of Qualification from the NC Division of Child Development by completing a criminal background check and submit a Tuberculin test or screening. Any fees incurred in this process are the responsibility of the student. Failure to comply with these requests could result in withdrawal from a course or the program.

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

### Early Childhood Education Diploma (D5522001)

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
EDU 119 Intro to Early Child Educ	4	0	0	4
EDU 131 Child, Family, and Community	3	0	0	3
EDU 144 Child Development I	3	0	0	3
EDU 145 Child Development II	3	0	0	3
EDU 146 Child Guidance	3	0	0	3
EDU 151 Creative Activities	3	0	0	3
EDU 151A Creative Activities Lab	0	2	0	1
EDU 153 Health, Safety and Nutrition	3	0	0	3
EDU 184 Early Child Intro Pract	1	3	0	2
EDU 221 Children with Exceptionalities	3	0	0	3
EDU 284 Early Child Capstone Prac	1	9	0	4
Computer Elective**				3
<b>Total</b>				<b>35</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
<b>Total</b>				<b>6</b>

### Other Required Courses

Other Requirement**				1
<b>Total Credits for Diploma</b>				<b>42</b>

### \*\*Recommended Elective Options for Diploma:

#### Computer Elective:

CIS 110 or OST 137

#### Other Requirement:

ACA 111 or ACA 122

**Administration Certificate (C5522001)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

**Early Childhood Education Certificate (C5522002)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

**Infant and Toddler Certificate (C5522003)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

**School Age Certificate (C5522004)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	3
EDU 235	School-Age Develop & Programs	3	0	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

**Special Education Certificate (C5522005)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

**Autism Certificate (C5522006)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 149	Autism Technical Concepts	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

Contact the program coordinator or department chair for specific requirements.

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*Career and College Promise offers the following pathway:*

**Early Childhood Education Pathway (C55220H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
EDU 119	Intro to Early Child Educ	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
EDU 151A	Creative Activities Lab	0	2	0	1
<b>Total Credits for Pathway</b>					<b>14</b>

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

**An Early Childhood Articulation Agreement has been established that offers the following  
licensure and non-licensure options:**

Course work also includes required observation and practical experiences in licensed child care facilities. For successful completion of this portion of coursework, students must submit a Letter of Qualification from the NC Division of Child Development by completing a criminal back ground check and submit a Tuberculin test or screening. Any fees incurred in this process are the responsibility of the student. Failure to comply with these requests could result in withdrawal from a course or the program.

**Early Childhood Education:  
Birth Through Kindergarten (A55220L)**

**Course and Hour Requirements**

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
EDU 119 Intro to Early Child Educ	4	0	0	4
EDU 131 Child, Family, and Community	3	0	0	3
EDU 144 Child Development I	3	0	0	3
EDU 145 Child Development II	3	0	0	3
EDU 146 Child Guidance	3	0	0	3
EDU 151 Creative Activities	3	0	0	3
EDU 151A Creative Activities Lab	0	2	0	1
EDU 153 Health, Safety, and Nutrition	3	0	0	3
EDU 216 Foundations of Education	3	0	0	3
EDU 221 Children with Exceptionalities	3	0	0	3
EDU 234 Infants, Toddlers, and Twos	3	0	0	3
EDU 250 Teacher Licensure Preparation	3	0	0	3
EDU 280 Language/Literacy Experiences	3	0	0	3
EDU 284 Early Child Capstone Prac	1	9	0	4

**Additional Required General Education Courses in Major**

ENG 112 Writing/Research in the Disc	3	0	0	3
Biological Sciences Transfer**				4
Natural Sciences Transfer**				4
Social/Behavioral Sciences Transfer**				3
<b>Total</b>				<b>56</b>

**General Education Courses**

ENG 111 Writing and Inquiry	3	0	0	3
COM 231 Public Speaking	3	0	0	3
MAT 143 Quantitative Literacy	2	2	0	3
PSY 150 General Psychology	3	0	0	3
Humanities/Fine Arts*				3
<b>Total</b>				<b>15</b>

**Other Required Courses**

ACA 122 College Transfer Success	0	2	0	1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Degree 72**

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

Humanities/Fine Arts:

ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 240

**\*\*Available Options for Additional General Education Requirements:**

Biological Sciences Transfer

BIO 110 or BIO 111

Natural Sciences Transfer

AST 111 and AST 111A, GEL 111, PHY 110 and PHY 110A

Social/Behavioral Sciences Transfer

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210

**Early Childhood Education:  
Early Education Non-Teaching (A55220A)**

**Course and Hour Requirements**

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
EDU 119 Intro to Early Child Educ	4	0	0	4
EDU 131 Child, Family, and Community	3	0	0	3
EDU 144 Child Development I	3	0	0	3
EDU 145 Child Development II	3	0	0	3
EDU 146 Child Guidance	3	0	0	3
EDU 151 Creative Activities	3	0	0	3
EDU 151A Creative Activities Lab	0	2	0	1
EDU 153 Health, Safety, and Nutrition	3	0	0	3
EDU 221 Children with Exceptionalities	3	0	0	3
EDU 234 Infants, Toddlers, and Twos	3	0	0	3
EDU 261 Early Childhood Admin I	3	0	0	3
EDU 262 Early Childhood Admin II	3	0	0	3
EDU 280 Language/Literacy Experiences	3	0	0	3
EDU 284 Early Child Capstone Prac	1	9	0	4

**Additional Required General Education Courses in Major**

ENG 112 Writing/Research in the Disc	3	0	0	3
Biological Sciences Transfer**				4
Natural Sciences Transfer**				4
Social/Behavioral Sciences Transfer**				3
<b>Total</b>				<b>56</b>

**General Education Courses**

ENG 111 Writing and Inquiry	3	0	0	3
COM 231 Public Speaking	3	0	0	3
MAT 143 Quantitative Literacy	2	2	0	3
PSY 150 General Psychology	3	0	0	3
Humanities/Fine Arts*				3
<b>Total</b>				<b>15</b>

**Other Required Courses**

ACA 122 College Transfer Success	0	2	0	1
<b>Total</b>				<b>1</b>

**Total Credits for AAS Transfer Degree 72**

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

Humanities/Fine Arts:

ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 240

**\*\*Available Options for Additional General Education Requirements:**

Biological Sciences Transfer

BIO 110 or BIO 111

Natural Sciences Transfer

AST 111 and AST 111A, GEL 111, PHY 110 and PHY 110A

Social/Behavioral Sciences Transfer

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210

## Electrical Systems Technology (A35130)

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

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

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

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
BPR 130	Print Reading-Construction	3	0	0	3
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 119	NEC Calculations	1	2	0	2
ELC 125	Diagrams and Schematics	1	2	0	2
ELC 128	Intro to PLC	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 229	Industrial Electronics	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 130	Mechanisms	2	2	0	3
DC/AC*					5
Electives*					2
Process Systems Elective*					3
Safety Elective*					2
<b>Total</b>					<b>58</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Sciences*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>74</b>

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

##### Electives:

EGR 125 or WBL 112 or WBL 111 and WBL 121

##### Process Systems Elective:

ELC 213 or ELC 220

##### DC/AC:

ELC 112 or ELC 131 and ELC 131A

##### Safety Elective:

ISC 112, ISC 115, or ISC 121

##### Communication:

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

##### Humanities/Fine Arts:

ART 111, HUM 110, HUM 115, MUS 110, REL 110, REL 211, or REL 212

##### Math:

MAT 110 or MAT 143

##### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, SOC 213, or SOC 220

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

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

### Electrical Systems Technology Diploma (D3513001)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
BPR 130	Print Reading-Construction	3	0	0	3
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 119	NEC Calculations	1	2	0	2
DC/AC**					5
Safety Elective**					2
<b>Total</b>					<b>30</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
GenEd Elective**					3
<b>Total</b>					<b>6</b>
<b>Other Required Courses</b>					
ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>

### Total Credits for Diploma 37

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

##### DC/AC:

ELC 112 or ELC 131 and ELC 131A

##### Safety Elective:

ISC 112, ISC 115, or ISC 121

##### GenEd Elective:

COM 120, HUM 110, MAT 110, MAT 143, or PSY 150

### Basic Wiring Certificate (C25313001)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Program Courses</b>					
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
DC/AC***					4
Elective***					2
<b>Total Credits for Certificate</b>					<b>14</b>

#### \*\*\*Recommended Elective Options for Certificate:

##### DC/AC:

ELC 112 or ELC 131

##### Elective:

ELC 118 or ELC 119



**Commercial Wiring Certificate (C3513005)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 130	Print Reading-Construction	3	0	0	3
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
<b>Total Credits for Certificate</b>					<b>13</b>

**Industrial Controls Certificate (C3513003)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ELC 117	Motors and Controls	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2
ELC 128	Intro to PLC	2	3	0	3
DC/AC***					4
<b>Total Credits for Certificate</b>					<b>13</b>

\*\*\**Recommended Elective Options for Certificate:*

DC/AC:  
ELC 112 or ELC 131

**Industrial Wiring Certificate (C3513006)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2
ISC 115	Construction Safety	2	0	0	2
<b>Total Credits for Certificate</b>					<b>13</b>

**Photovoltaic Systems Certificate (C3513004)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ELC 114	Commercial Wiring	2	6	0	4
ELC 220	Photovoltaic Sys Tech	2	3	0	3
DC/AC***					4
Elective***					2
<b>Total Credits for Certificate</b>					<b>13</b>

\*\*\**Recommended Elective Options for Certificate:*

DC/AC:  
ELC 112 or ELC 131

Elective:  
ELC 118 or ELC 119

**Programmable Logic Controller Certificate (C3513002)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ELC 128	Intro to PLC	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
DC/AC***					4
Elective***					4
<b>Total Credits for Certificate</b>					<b>15</b>

\*\*\**Recommended Elective Options for Certificate:*

DC/AC:  
ELC 112 or ELC 131

Elective:  
ELN 133 or ELN 229

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

**Electrical Systems Technology Pathway – PCS Technical Commercial Wiring (C35130H5)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 130	Print Reading-Construction	3	0	0	3
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
<b>Total Credits for Pathway</b>					<b>13</b>

**Electrical Systems Technology Pathway – PCS Technical Industrial Wiring (C35130H6)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2
ISC 115	Construction Safety	2	0	0	2
<b>Total Credits for Pathway</b>					<b>13</b>

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

## Electronics Engineering Technology (A40200)

A course of study that prepares the student to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CET 111 Computer Upgrade/Repair I	2	3	0	3
CET 211 Computer Upgrade/Repair II	2	3	0	3
ELC 128 Intro to PLC	2	3	0	3
ELC 131 Circuit Analysis I	3	3	0	4
EGR 125 Appl Software for Tech	1	2	0	2
ELN 131 Analog Electronics I	3	3	0	4
ELN 132 Analog Electronics II	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
ELN 232 Intro to Microprocessors	3	3	0	4
ELN 234 Communication Systems	3	3	0	4
Co-op Elective*				4
Electives*				14
<b>Total</b>				<b>53</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Social/Behavioral Sciences*				3
Math*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>69</b>

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

#### Co-op Electives:

BMT 111, ELN 275, WBL 112

#### Electives:

ATR 218, ATR 281, BMT 112, ELC 228, MAT 122, PHY 131

#### Communication:

ENG-112 or COM-231

#### Humanities/Fine Arts:

HUM 115 or PHI 240

#### Social/Behavioral Sciences:

PSY 150 or SOC 210

#### Math:

MAT 121 or MAT 171

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

*This program offers the following certificate options:*

### **Automation Technology Certificate (C4020004)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ATR 218 Work Cell Integration	2	3	0	3
ELC 128 Intro to PLC	2	3	0	3
ELC 228 PLC Applications	2	6	0	4
Elective**				3
<b>Total Credits for Certificate</b>				<b>13</b>

### *\*\*Recommended Elective Options for Certificate:*

#### Elective:

ELC 111, ELC 112, or ELC 131

### **Basic Electronics Certificate (C4020001)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ELC 131 Circuit Analysis I	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
<b>Total Credits for Certificate</b>				<b>12</b>

### **Biomedical Electronics Certificate (C4020005)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BMT 111 Intro to Biomed Field	2	0	0	2
BMT 112 Hospital Safety Standards	2	2	0	3
ELC 131 Circuit Analysis I	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4
<b>Total Credits for Certificate</b>				<b>13</b>

### Computer Technology Certificate (C4020003)

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	Clinic/ <u>WkExp</u>	Credit <u>Hours</u>
CET 111	Computer Upgrade/Repair I	2	3	0	3
CET 211	Computer Upgrade/Repair II	2	3	0	3
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
Elective**					3
<b>Total Credits for Certificate</b>					<b>17</b>

**\*\*Recommended Elective Options for Certificate:**

Elective:

ELC 111, ELC 112, or ELC 131

Contact the program coordinator or department chair for specific requirements.

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*Career and College Promise offers the following pathway:*

### Electronics Engineering Technology Pathway (C40200H1)

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	Clinic/ <u>WkExp</u>	Credit <u>Hours</u>
ELC 131	Circuit Analysis I	3	3	0	4
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
<b>Total Credits for Pathway</b>					<b>12</b>

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

## Emergency Medical Science (A45340T)

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

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

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

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BIO 163 Basic Anatomy & Physiology	4	2	0	5
EMS 110 EMT	6	6	3	9
EMS 122 EMS Clinical Practicum I	0	0	3	1
EMS 125 EMS Instructor Methodology	2	2	0	3
EMS 130 Pharmacology	3	3	0	4
EMS 131 Advanced Airway Management	1	2	0	2
EMS 140 Rescue Scene Management	1	3	0	2
EMS 150 Emergency Vehicles & EMS Com 1	3	3	0	2
EMS 160 Cardiology I	2	3	0	3
EMS 210 Adv. Patient Assessment	1	3	0	2
EMS 220 Cardiology II	2	3	0	3
EMS 221 EMS Clinical Practicum II	0	0	6	2
EMS 231 EMS Clinical Pract III	0	0	9	3
EMS 240 Patients w/ Special Challenges	1	2	0	2
EMS 241 EMS Clinical Practicum IV	0	0	12	4
EMS 250 Medical Emergencies	3	3	0	4
EMS 260 Trauma Emergencies	1	3	0	2
EMS 270 Life Span Emergencies	3	3	0	4
EMS 285 EMS Capstone	1	3	0	2
<b>Total</b>				<b>59</b>

#### *General Education Courses*

ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	3
PSY 150 General Psychology	3	0	0	3
Humanities/Fine Arts*				3
<b>Total</b>				<b>15</b>

#### *Other Required Courses*

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

**Total Credits for AAS Degree 75**

*\*Recommended General Education Options:*

Humanities/Fine Arts:  
HUM 115 or PHI 240

Individuals with a current North Carolina or National Registry EMT-Basic or Advanced EMT/EMT Intermediate certification may receive articulated credit for EMS 110. Certification cannot be expired in order to receive articulated credit.

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

The Emergency Medical Science – Paramedic Program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Committee on Accreditation of Educational Programs for the Emergency Services Professions (CoAEMSP).

#### CAAHEP

9355 113th St. N, #7709  
Seminole, FL 33775  
Phone: 727-210-2350  
Fax: 727-210-2354  
Email: mail@caahep.org

#### CoAEMSP

8301 Lakeview Parkway  
Suite 111-312  
Rowlett, TX 75088  
Phone: 214-703-8445  
Fax: 214-703-8992

The medical director for this program is Roberto C. Portela, MD, FACEP.

*Students may exit the Emergency Medical Science Program and earn an EMS Basic Certificate once the following requirements are complete:*

#### **EMS Basic Certificate (C4534001)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BIO 163 Basic Anat & Physiology	4	2	0	5
EMS 110 EMT	6	6	3	9
MAT 110 Math Measurement & Literacy	2	2	0	3
<b>Total Credits for Certificate</b>				<b>17</b>

## Emergency Medical Science Bridge (A45340B)

The Emergency Medical Science – Bridge program is a degree completion track allowing currently certified, non-degree paramedics to earn an Associate of Applied Science Degree in Emergency Medical Science.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BIO 161 Intro to Human Biology	3	0	0	3
EMS 125 EMS Instructor Methodology	2	2	0	3
EMS 140 Rescue Scene Management	1	3	0	2
EMS 150 Emergency Vehicles & EMS Comm	1	3	0	2
EMS 280 EMS Bridging Course	2	2	0	3
Articulated Credit Courses <sup>▽</sup>				47
<b>Total</b>				<b>60</b>

<i>General Education Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	3
PSY 150 General Psychology	3	0	0	3
Humanities/Fine Arts*				3
<b>Total</b>				<b>15</b>

<b>Total Credits for AAS Degree</b>	<b>75</b>
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<sup>▽</sup>Articulated Credit Courses: Individuals with a current North Carolina or National Registry Paramedic certification may receive articulated credit for EMS 110, EMS 122, EMS 130, EMS 131, EMS 160, EMS 210, EMS 220, EMS 221, EMS 231, EMS 240, EMS 241, EMS 250, EMS 260, EMS 270, and EMS 285. Certification cannot be expired in order to receive articulated credit and must remain current while enrolled in program.

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

Humanities/Fine Arts:  
HUM 115 or PHI 240

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

Graduates of this program are not eligible to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic credentialing examination unless the graduate completed a Committee on Accreditation of Allied Health Education Programs accredited program or program that holds a Letter of Review from the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions after January 1, 2013. Any student who graduated from a state approved paramedic program prior to January 1, 2013 is eligible to take the NREMT Paramedic credentialing examination.

## Entrepreneurship (A25490)

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

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

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

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Prin of Macroeconomics	3	0	0	3
ETR 210	Intro to Entrepreneurship	3	0	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 240	Funding for Entrepreneurs	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
INT 110	International Business	3	0	0	3
MKT 223	Customer Service	3	0	0	3
MKT 232	Social Media Marketing	2	2	0	4
Accounting Elective*					2
<b>Total</b>					<b>53</b>

### General Education Courses

ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>15</b>

### Other Required Courses

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

**Total Credits for AAS Degree 69**

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

#### Accounting Elective:

ACC 140 or ACC 150

#### Humanities/Fine Arts:

ART 111 or MUS 110

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

*This program offers the following certificate option:*

### Entrepreneurship Certificate (C2549001)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Program Courses</b>					
BUS 280	REAL Small Business	4	0	0	4
ETR 210	Intro to Entrepreneurship	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
<b>Total Credits for Certificate</b>					<b>13</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Entrepreneurship Pathway (C25490H1)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Required Courses</b>					
BUS 110	Introduction to Business	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
ETR 210	Intro to Entrepreneurship	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

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

## Health Information Technology (A45360)

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physician's offices, hospice, and mental health facilities.

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

The Health Information Technology program has established collaborative agreements with Beaufort Community College, College of the Albemarle, Mitchell Community College, Richmond Community College, and Sandhills Community College. These agreements allow students to take general education courses at their respective community college and the remaining courses at Pitt Community College if accepted to the program. Pitt Community College will award the Health Information Technology degree.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

### CAHIIM

200 East Randolph Street, Suite 5100  
Chicago, IL 60601  
Email: [info@cahiim.org](mailto:info@cahiim.org)

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BIO 168 Anatomy and Physiology I	3	3	0	4
BIO 169 Anatomy and Physiology II	3	3	0	4
CIS 110 Introduction to Computers	3	0	0	3
HIT 110 Fundamentals of HIM	3	0	0	3
HIT 112 Health Law and Ethics	3	0	0	3
HIT 114 Health Data Sys/Standards	2	3	0	3
HIT 124 Prof Practice Exp II	0	0	3	1
HIT 210 Healthcare Statistics	2	2	0	3
HIT 211 ICD Coding	2	6	0	4
HIT 214 CPT/Other Coding Systems	1	3	0	2
HIT 215 Reimbursement Methodology	1	2	0	2
HIT 216 Quality Management	1	3	0	2
HIT 218 Mgmt Principles in HIT	3	0	0	3
HIT 220 Health Informatics & EHRs	1	2	0	2
HIT 224 Prof Practice Exp IV	0	0	6	2
HIT 225 Healthcare Informatics	3	2	0	4
HIT 226 Principles of Disease	3	0	0	3
HIT 280 Professional Issues	2	0	0	2
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
OST 248 Diagnostic Coding	2	2	0	3
<b>Total</b>				<b>59</b>

### *General Education Courses*

ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
PSY 150 General Psychology	3	0	0	3
MAT 143 Quantitative Literacy	2	2	0	3
Humanities/Fine Arts*				3
<b>Total</b>				<b>15</b>

### *Other Required Courses*

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

**Total Credits for AAS Degree 75**

*\*Recommended Elective & General Education Options:*

Humanities/Fine Arts:  
HUM 115 or PHI 240

## Healthcare Management Technology: General (A25200H)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 151 People Skills	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3
HMT 210 Medical Insurance	3	0	0	3
HMT 212 Mgt of Healthcare Org	3	0	0	3
HMT 215 Legal Asp of Healthcare Admin	3	0	0	3
HMT 220 Healthcare Financial Mgmt	4	0	0	4
HMT 225 Practice Mgmt. Simulation	2	2	0	3
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
WBL 110 World of Work	1	0	0	1
Accounting Elective*				2
Computer Applications*				3
Electives:				2
<b>Total</b>				<b>53</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Sciences*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>69</b>

*\*Recommended Elective & General Education Options:*

Accounting Elective:  
ACC 140 or ACC 150

Computer Applications:  
CIS 110 or OST 137

Electives:

CTS 225 or WBL 112

Communication:

COM 120 or COM 231

Humanities/Fine Arts:

HUM 115 or MUS 110

Math:

MAT 143, MAT 152, or MAT 171

Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

Other Requirement:

ACA 111 or ACA 122

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

The Healthcare Management Technology program has established collaborative agreements with surrounding area community colleges. These agreements allow students to take a majority of their courses at their area community college and the remaining courses at Pitt Community College. Pitt Community College will award the Healthcare Management Technology degree.

*This program offers the following certificate options:*

### Healthcare Management Technology Certificate (C2520001)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
HMT 110 Intro to Healthcare Mgt	3	0	0	3
HMT 210 Medical Insurance	3	0	0	3
HMT 212 Mgt of Healthcare Org	3	0	0	3
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
<b>Total Credits for Certificate</b>				<b>15</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Healthcare Management Technology Pathway (C25200H1)

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
HMT 110 Intro to Healthcare Mgt	3	0	0	3
HMT 210 Medical Insurance	3	0	0	3
HMT 212 Mgt of Healthcare Org	3	0	0	3
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
<b>Total Credits for Pathway</b>				<b>15</b>

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



## Healthcare Management Technology: Accounting Concentration (A25200A)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 220 Intermediate Accounting	3	2	0	4
ACC 267 Fraud Examination	3	0	0	3
BUS 151 People Skills	3	0	0	3
BUS 225 Business Finance	2	2	0	3
CTS 130 Spreadsheets	2	2	0	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3
HMT 210 Medical Insurance	3	0	0	3
HMT 215 Legal Asp of Healthcare Admin	3	0	0	3
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
Computer Applications*				3
Electives*				7
<b>Total</b>				<b>49</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Sciences*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>65</b>

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

#### Computer Applications:

CIS 110 or OST 137

#### Electives:

ACC 140, ACC 150, BUS 110, BUS 153, BUS 240, CTS 225

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or MUS 110

#### Math:

MAT 143, MAT 152, or MAT 171

#### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

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

Contact the program coordinator or department chair for specific requirements.

## Healthcare Management Technology: Healthcare Entrepreneurship (A25200E)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
BUS 280 REAL Small Business	4	0	0	4
CTS 130 Spreadsheet	2	2	0	3
ETR 210 Intro to Entrepreneurship	3	0	0	3
ETR 220 Innovation and Creativity	3	0	0	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3
HMT 210 Medical Insurance	3	0	0	3
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
MKT 231 Health Care Marketing	3	0	0	3
Computer Applications*				3
Legal/Medical Ethics*				3
Electives*				9
<b>Total</b>				<b>54</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Sciences*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>70</b>

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

#### Computer Applications:

CIS 110 or OST 137

#### Legal/Medical Ethics:

HMT 215 or OST 149

#### Major Electives:

ACC 140, ACC 150, BUS 110, BUS 151, BUS 153, CTS 225

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or MUS 110

#### Math:

MAT 143, MAT 152, or MAT 171

#### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, SOC 213

#### Other Requirement:

ACA 111 or ACA 122

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

Contact the program coordinator or department chair for specific requirements.

## Healthcare Management Technology: Long-Term Care (A25200L)

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
CTS 130 Spreadsheet	2	2	0	3
GRO 120 Gerontology	3	0	0	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3
HMT 211 Long-Term Care Admin	3	0	0	3
HMT 212 Mgt of Healthcare Org	3	0	0	3
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
OST 250 Long-Term Care Coding	3	0	0	3
WBL 110 World of Work	1	0	0	1
WBL 112 Work-Based Learning I	0	1	0	2
Computer Applications*				3
Insurance*				3
Legal/Medical Ethics*				3
Electives*			9	
<b>Total</b>				<b>53</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Sciences*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>69</b>

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

#### Computer Applications:

CIS 110 or OST 137

#### Insurance:

HMT 210 or OST 148

#### Legal/Medical Ethics:

HMT 215 or OST 149

#### Electives:

ACC 140, ACC 150, BUS 110, BUS 151, BUS 153, BUS 240

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or MUS 110

#### Math:

MAT 143, MAT 152, or MAT 171

#### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

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

*This program offers the following certificate:*

### Long-Term Care Certificate (C2520004)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
GRO 120 Gerontology	3	0	0	3
HMT 110 Intro to Healthcare Mgt	3	0	0	3
HMT 211 Long-Term Care Admin	3	0	0	3
HMT 212 Mgt of Healthcare Org	3	0	0	3
HMT 215 Legal Asp of Healthcare Admin	3	0	0	3
SOC 213 Sociology of the Family	3	0	0	3
<b>Total Credits for Certificate</b>				<b>18</b>

Contact the program coordinator or department chair for specific requirements.

## Horticulture Technology (A15240)

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

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

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

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

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BUS 110 Introduction to Business	3	0	0	3
HOR 112 Landscape Design I	2	3	0	3
HOR 114 Landscape Construction	2	2	0	3
HOR 116 Landscape Management I	2	2	0	3
HOR 134 Greenhouse Operations	2	2	0	3
HOR 160 Plant Materials I	2	2	0	3
HOR 162 Applied Plant Science	2	2	0	3
HOR 164 Hort Pest Management	2	2	0	3
HOR 166 Soil & Fertilizers	2	2	0	3
HOR 168 Plant Propagation	2	2	0	3
HOR 215 Landscape Irrigation	2	2	0	3
HOR 273 Hort Mgmt & Marketing	3	0	0	3
LSG 121 Fall Gardening Lab	0	6	0	2
LSG 122 Spring Gardening Lab	0	6	0	2
SPA 111 Elementary Spanish I	3	0	0	3
TRF 110 Intro Turfgrass Cult & ID	3	2	0	4
Co-op Elective*				2
Production Elective*				3
<b>Total</b>				<b>52</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
HUM 115 Critical Thinking	3	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	3
Communication*				3
Social/Behavioral Sciences*				3
<b>Total</b>				<b>15</b>

### Other Required Courses

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

<b>Total Credits for AAS Degree</b>	<b>68</b>
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### \*Recommended Elective & General Education Options:

#### Co-op Electives:

WBL 112 or WBL 111 and WBL 121

#### Production Electives:

HOR 225 or HOR 235

#### Communication:

COM 120 or COM 231

#### Social/Behavioral Sciences:

SOC 210 or SOC 213

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

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Horticulture Technology Pathway (C15240H1)

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
HOR 160 Plant Materials I	2	2	0	3
HOR 162 Applied Plant Science	2	2	0	3
HOR 164 Hort Pest Management	2	2	0	3
HOR 168 Plant Propagation	2	2	0	3
<b>Total Credits for Pathway</b>				<b>12</b>

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

## Human Services Technology (A45380)

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

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

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

### Course and Hour Requirements

		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
<b>Major Courses</b>					
GRO 120	Gerontology	3	0	0	3
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 135	Orientation Lab I	0	2	0	1
HSE 210	Human Services Issues	2	0	0	2
HSE 212	Group Process II	1	2	0	2
HSE 220	Case Management	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
WBL 125	Work-Based Learning Seminar II	1	0	0	1
Computer Elective*					2
Required Electives*					9
Sociology*					3
<b>Total</b>					<b>52</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Natural Sciences*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>68</b>

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

Computer Electives:  
CIS 110 or CIS 111

Required Electives:

GRO 150, HSC 110, HSE 115, HSE 130, HSE 230, HSE 251, HSE 255, PSY 256, SWK 110, SWK 113

Sociology:

SOC 210 or SOC 213

Communication:

COM 231 or ENG 112

Humanities/Fine Arts:

HUM 115 or HUM 120

Natural Sciences:

BIO 110 or BIO 161

Other Requirements:

ACA 111 or ACA 122

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates in this program must demonstrate competence in math by completion of MAT 003 with a P1.

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

*This program offers the following diploma option:*

### Human Services Technology Diploma (D4538001)

		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
<b>Major Courses</b>					
CIS 111	Basic PC Literacy	1	2	0	2
GRO 120	Gerontology	3	0	0	3
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 135	Orientation Lab I	0	2	0	1
HSE 220	Case Management	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
<b>Total</b>					<b>26</b>
<b>General Education Courses</b>					
BIO 161	Intro to Human Biology	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
Communication/Humanities**					3
<b>Total</b>					<b>9</b>
<b>Other Required Courses</b>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for Diploma</b>					<b>36</b>

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

Communication/Humanities:  
COM 231 or HUM 120

Other Requirements:  
ACA 111 or ACA 122

Contact the program coordination or department chair for specific requirements.

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*Career and College Promise offers the following pathway:*

**Human Services Technology Pathway (C45380H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
HSC 110	Orientation to Health Careers	1	0	0	1
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
<b>Total Credits for Pathway</b>					<b>18</b>

**Human Services Technology Pathway (C45380H2)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
HEA 110	Personal Health/Wellness	3	0	0	3
HSC 110	Orientation to Health Careers	1	0	0	1
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
<b>Total Credits for Pathway</b>					<b>18</b>

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

## Human Services Technology Gerontology (A4538B)

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

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

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

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
GRO 120	Gerontology	3	0	0	3
GRO 220	Psy/Soc Aspects of Aging	3	0	0	3
GRO 230	Health, Wellness & Nutrit	3	2	0	4
GRO 240	Gerontology Care Managing	3	0	0	3
GRO 250	Aging Policies Programs & Serv	2	0	0	2
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 135	Orientation Lab I	0	2	0	1
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
WBL 125	Work-Based Learning Seminar II	1	0	0	1
Computer Elective*					2
Sociology*					3
Other Major Electives*					3
<b>Total</b>					<b>53</b>

### General Education Courses

ENG 111	Writing and Inquiry	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Natural Sciences*					3
<b>Total</b>					<b>15</b>

### Other Required Courses

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

<b>Total Credits for AAS Degree</b>					<b>69</b>
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### \*Recommended Elective & General Education Options:

#### Computer Electives:

CIS 110 or CIS 111

#### Sociology:

SOC 210 or SOC 213

#### Other Major Electives:

GRO 150, HMT 110, HMT 211, HMT 212, HSC 110, HSE 115, HSE 130, HSE 230, HSE 251, HSE 255, MED 180, SAB 110, SWK 110, SWK 113

#### Communication:

COM 231 or ENG 112

#### Communication:

HUM 115 or HUM 120

#### Natural Sciences:

BIO 110 or BIO 161

#### Other Requirement:

ACA 111 or ACA 122

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT-003 with a P1.

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

*This program offers the following certificate option:*

### Aging Studies Certificate (C4538B01)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Program Courses</b>					
GRO 120	Gerontology	3	0	0	3
GRO 220	Psy/Soc Aspects of Aging	3	0	0	3
GRO 230	Health, Wellness, & Nutrit	3	2	0	4
GRO 240	Gerontology Care Managing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Other Major Elective**					2
<b>Total Credits for Certificate</b>					<b>18</b>

### \*\*Recommended Electives for Certificate:

#### Required Electives:

GRO 150, GRO 250, HMT 110, HMT 211, HSE 115, or MED 121

Contact the program coordination or department chair for specific requirements.

## Human Services Technology Substance Abuse (A4538E)

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

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

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

### Course and Hour Requirements

		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
<b>Major Courses</b>					
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 135	Orientation Lab I	0	2	0	1
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 120	Intake and Assessment	3	0	0	3
SAB 125	SA Case Management	2	2	0	3
SAB 135	Addictive Process	3	0	0	3
SAB 210	Sub Abuse Counseling	2	2	0	3
SAB 240	Sab Issues in Client Serv	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
WBL 125	Work-Based Learning Seminar II	1	0	0	1
Computer Elective*					2
Other Major Electives*					3
<b>Total</b>					<b>53</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Natural Sciences*					3
Social/Behavioral Sciences*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
Other Requirements*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>69</b>

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

#### Computer Electives:

CIS 110 or CIS 111

#### Other Major Electives:

CJC 111, CJC 211, GRO 120, GRO 150, HEA 110, HSC 110, HSE 130, HSE 212, HSE 255, MED 121, PSY 281, SAB 230, SWK 110, SWK 113

#### Communication:

COM 231 or ENG 112

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Natural Sciences:

BIO 110 or BIO 161

#### Social/Behavioral Sciences:

SOC 210 or SOC 220

#### Other Requirement:

ACA 111 or ACA 122

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT-003 with a P1.

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

*This program offers the following certificate option:*

### Substance Abuse Certificate (C4538E01)

		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
<b>Program Courses</b>					
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 120	Intake and Assessment	3	0	0	3
SAB 125	SA Case Management	2	2	0	3
SAB 135	Addictive Process	3	0	0	3
SAB 210	Sub Abuse Counseling	2	2	0	3
SAB 240	Sab Issues in Client Serv	3	0	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

Contact the program coordinator or department chair for specific requirements.



## Industrial Management Technology (A50260)

A course of study that prepares the students to use basic engineering principles and management skills to plan and manage operations of industrial and manufacturing processes. Includes instruction in financial management, industrial and human resources management, industrial psychology, management information systems, quality and productivity improvement, quality control, operations research, safety and health issues, and environmental program management. Graduates should be qualified to enter the workforce as front-line supervisor, engineering assistant, production planner, inventory supervisor, or as a quality control technician. With additional training and experience, graduates could become plant manager or production managers.

These curriculums are designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment and information as leaders in an industrial or manufacturing setting.

Course work includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 235	Performance Management	3	0	0	3
ISC 131	Quality Management	3	0	0	3
ISC 132	Mfg Quality Control	2	3	0	3
ISC 135	Principles of Industrial Mgmt	4	0	0	4
ISC 136	Productivity Analysis I	2	3	0	3
ISC 140	Detailed Sched./Planning	3	0	0	3
ISC 170	Problem-Solving Skills	3	0	0	3
ISC 221	Statistical Qual Control	3	0	0	3
ISC 233	Industrial Org & Mgmt	3	0	0	3
ISC 243	Prod & Oper Management I	2	3	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
Business Elective*					3
Computer Skills Elective*					2
Drafting*					2
Other Major Elective*					3
Safety Elective*					2
<b>Total</b>					<b>50</b>
<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Sciences*					3
<b>Total</b>					<b>15</b>
<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>66</b>

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

#### Business Electives:

BUS 153 or BUS 217

#### Computer Skills Elective:

CIS 110, CIS 111, EGR 125

#### Drafting:

BPR 111, DFT 111, DFT 151, or EGR 120

#### Other Major Electives:

BPM 110, OMT 222, PTC 110, SPA 111, WBL 111, WBL 112

#### Safety Elective:

ISC 112 or ISC 121

#### Communication:

COM 120, COM 231, or ENG 112

#### Humanities/Fine Arts:

ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, or PHI 240

#### Math:

MAT 121, MAT 143, MAT 152, MAT 171

#### Social/Behavioral Sciences:

PSY 150, SOC 210, or SOC 213

#### Other Requirements:

ACA 111 or ACA 122

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

*This program offers the following certificate options:*

### **Bio-Management Practices Certificate (C5026002)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPM 110	Bioprocess Practices	3	4	0	5
ISC 132	Mfg Quality Control	2	3	0	3
ISC 135	Prin of Industrial Mgmt	4	0	0	4
PTC 110	Industrial Environment	3	0	0	3
Safety Elective**					2
<b>Total Credits for Certificate</b>					<b>17</b>

### *\*\*Recommended Elective Options for certificate:*

#### Safety Elective:

ISC 112 or ISC 121

### **Front-Line Supervisor Certificate (C5026005)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BUS 153	Human Resource Management	3	0	0	3
BUS 235	Performance Management	3	0	0	3
HUM 115	Critical Thinking**	3	0	0	3
ISC 135	Principles of Industrial Mgmt	4	0	0	4
ISC 170	Problem-Solving Skills	3	0	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

*\*\*Local requisite for HUM-115 is ENG-111.*

**Principles of Lean Manufacturing Certificate (C5026001)**

				Clinic/	Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
ISC 135	Prin of Industrial Management	4	0	0	4
ISC 136	Productivity Analysis I	2	3	0	3
ISC 140	Detailed Scheduling/Planning	3	0	0	3
ISC 233	Industrial Org & Mgmt	3	0	0	3
<b>Total Credits for Certificate</b>					<b>13</b>

**Principles of Supplier Quality Certificate (C5026003)**

				Clinic/	Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
BPR 111	Print Reading	1	2	0	2
BUS 153	Human Resource Management	3	0	0	3
ISC 131	Quality Management	3	0	0	3
ISC 221	Statistical Qual Control	3	0	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
<b>Total Credits for Certificate</b>					<b>14</b>

**Problem-Solving Certificate (C5026004)**

				Clinic/	Credit
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
ISC 132	Mfg Quality Control	2	3	0	3
ISC 135	Principles of Industrial Mgmt	4	0	0	4
ISC 136	Productivity Analysis I	2	3	0	3
ISC 170	Problem-Solving Skills	3	0	0	3
Safety Elective**					2
<b>Total Credits for Certificate</b>					<b>15</b>

**\*\*Recommended Elective Options for certificate:**

Safety Elective:

ISC 112 or ISC 121

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

**Industrial Management Technology Pathway (C50260H1)**

				Clinic/	Credit
<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
ISC 121	Envir Health & Safety	3	0	0	3
ISC 132	Mfg Quality Control	2	3	0	3
ISC 135	Principles of Industrial Mgmt	4	0	0	4
ISC 136	Productivity Analysis I	2	3	0	3
ISC 233	Industrial Org & Mgmt	3	0	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

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

## Industrial Systems Technology (A50240)

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

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

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPM 110 Bioprocess Practices	3	4	0	5
BPR 111 Print Reading	1	2	0	2
BPR 121 Blueprint Reading-Mech	1	2	0	2
EGR 125 Appl Software for Tech	1	2	0	2
ELC 117 Motors and Controls	2	6	0	4
ELC 128 Intro to PLC	2	3	0	3
ELC 228 PLC Applications	2	6	0	4
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
MNT 110 Intro to Maint Procedures	1	3	0	2
MNT 150 Basic Building Maintenance	1	3	0	2
MNT 160 Industrial Fabrication	1	3	0	2
MNT 220 Rigging and Moving	1	3	0	2
MNT 240 Indust Equip Troubleshoot	1	3	0	2
WLD 112 Basic Welding Processes	1	3	0	2
Concentration Elective*				3
Electricity*				3
Safety*				2
Electives*				4
<b>Total</b>				<b>49</b>

#### General Education Courses

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

#### Other Required Courses

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

**Total Credits for AAS Degree 65**

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

##### Concentration Elective:

MEC 111 or MAC 141

##### Electricity:

ELC 111, ELC 112, or ELC 131

##### Safety:

ISC 112 or ISC 121

##### Electives:

MNT 270, PTC 110, WBL 112

##### Communication:

COM 110, COM 231 or ENG 112

##### Humanities/Fine Arts:

HUM 110 or HUM 115

##### Math:

MAT 110, MAT 121, or MAT 171

##### Social/Behavioral Sciences:

PSY 150, SOC 210, or SOC 213

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

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

### Industrial Maintenance Diploma (D5024001)

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
ELC 117 Motors and Controls	2	6	0	4
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
MNT 110 Intro to Maint Procedures	1	3	0	2
MNT 150 Basic Building Maintenance	1	3	0	2
MNT 220 Rigging and Moving	1	3	0	2
MNT 270 Bioprocess Equip Maint	1	3	0	2
PTC 110 Industrial Environment	3	0	0	3
WLD 112 Basic Welding Processes	1	3	0	2
Concentration Elective**				3
Electricity**				3
Safety**				2
<b>Total</b>				<b>30</b>

#### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
Math*				3
<b>Total</b>				<b>6</b>

#### Other Required Courses

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

**Total Credits for Diploma 37**

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

##### Concentration Elective:

MEC 111 or MAC 141

##### Electricity:

ELC 111, ELC 112, or ELC 131

##### Safety:

ISC 112 or ISC 121

##### Math:

MAT 110, MAT 121, or MAT 171

**Basic Mechanical Maintenance Certificate (C5024001)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
MNT 110 Intro to Maint Procedures	1	3	0	2
WLD 112 Basic Welding Processes	1	3	0	2
Concentration Elective***				3
Safety***				2
<b>Total Credits for Certificate</b>				<b>14</b>

\*\*\**Recommended Electives for Certificate:*

Concentration Elective:

MEC 111 or MAC 141

Safety:

ISC 112 or ISC 121

**Bio-Maintenance Certificate (C5024002)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPM 110 Bioprocess Practices	3	4	0	5
BPR 111 Print Reading	1	2	0	2
MNT 110 Intro to Maint Procedures	1	3	0	2
MNT 270 Bioprocess Equip Maint	1	3	0	2
PTC 110 Industrial Environment	3	0	0	3
Safety***				2
<b>Total Credits for Certificate</b>				<b>16</b>

\*\*\**Recommended Elective for Certificate:*

Safety:

ISC 112 or ISC 121

**Facilities Maintenance Certificate (C5024003)**

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
MNT 150 Basic Building Maintenance	1	3	0	2
Electricity***				3
Safety***				2
<b>Total Credits for Certificate</b>				<b>12</b>

\*\*\**Recommended Electives for Certificate:*

Electricity:

ELC 111, ELC 112, or ELC 131

Safety:

ISC 112 or ISC 121

**Industrial Systems Technology Level I Certificate (C5024004)**

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
EGR 125 Appl Software for Tech	1	2	0	2
MNT 110 Intro to Maint Procedures	1	3	0	2
MNT 150 Basic Building Maintenance	1	3	0	2
WLD 112 Basic Welding Process	1	3	0	2
Safety***				2
<b>Total Credits for Certificate</b>				<b>12</b>

\*\*\**Recommended Elective for Certificate:*

Safety:

ISC 112 or ISC 121

**Industrial Systems Technology Level II Certificate (C5024005)**

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
BPR 121 Blueprint Reading-Mech	1	2	0	2
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
Concentration Elective***				3
Electricity***				3
<b>Total Credits for Certificate</b>				<b>13</b>

\*\*\**Recommended Electives for Certificate:*

Concentration Elective:

MEC 111 or MAC 141

Electricity:

ELC 111, ELC 112, or ELC 131

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

**Industrial Systems Technology Pathway (C50240H1)**

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
MEC 111 Machine Processes I	1	4	0	3
MNT 110 Intro to Maint Procedures	1	3	0	2
WLD 112 Basic Welding Processes	1	3	0	2
<b>Total Credits for Pathway</b>				<b>12</b>

**Industrial Systems Technology Pathway (Pre-Apprenticeship) (C50240H2)**

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ELC 111 Intro to Electricity	2	2	0	3
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
ISC 121 Envir Health & Safety	3	0	0	3
MEC 111 Machine Processes I	1	4	0	3
<b>Total Credits for Pathway</b>				<b>12</b>

**Industrial Systems Technology Pathway Level I (PCS Technical) (C50240H3)**

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
EGR 125 Appl Software for Tech	1	2	0	2
ISC 121 Envir Health & Safety	3	0	0	3
MNT 110 Intro to Maint Procedures	1	3	0	2
MNT 150 Basic Building Maintenance	1	3	0	2
WLD 112 Basic Welding Process	1	3	0	2
<b>Total Credits for Pathway</b>				<b>13</b>

**Industrial Systems Technology Pathway Level II (PCS Technical) (C50240H4)**

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ELC 112 DC/AC Electricity	3	6	0	5
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
BPR 121 Blueprint Reading-Mech	1	2	0	2
MEC 111 Machine Processes I	1	4	0	3
<b>Total Credits for Pathway</b>				<b>13</b>

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

## Information Technology: Computer Programming and Development (A25590P)

Computer Programming and Development is a concentration under the Information Technology curriculum title. Careers in Computer Programming and Development involve the design, development, implementation, and maintenance of software programs for computer systems. This requires knowledge of computer operating systems, programming language, and software development. Occupations and specialties include programming and software development, applications design, and mobile technologies.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
CIS 110	Introduction to Computers	2	2	0	3
CSC 120	Computing Fundamentals I	3	2	0	4
CSC 151	JAVA Programming	2	3	0	3
CSC 153	C# Programming	2	3	0	3
CSC 251	Advanced JAVA Programming	2	3	0	3
CSC 253	Advanced C# Programming	2	3	0	3
CSC 289	Programming Capstone Project	1	4	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Sys Business Concepts	2	3	0	3
CTS 240	Project Management	2	2	0	3
CTS 285	System Analysis & Design	3	0	0	3
CTS 288	Professional Practices in IT	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
DBA 120	Database Programming I	2	2	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
Elective*					2
<b>Total</b>					<b>51</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Sciences*					3
<b>Total</b>					<b>15</b>

### Other Required Courses

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

### Total Credits for AAS Degree 67

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

##### Electives:

CSC 134 or WBL 111 and WBL 121

##### Communication:

COM 231 or ENG 112

##### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

##### Social/Behavioral Sciences:

ECO 251, POL 120, PSY 150, or SOC 210

##### Math:

MAT 121, MAT 143, or MAT 171

##### Other Requirement:

ACA 111 or ACA 122

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

*This program offers the following certificate options:*

### C# Programming Certificate (C2559014)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Program Courses</b>					
CIS 110	Introduction to Computers	2	2	0	3
CSC 120	Computing Fundamentals I	3	2	0	4
CSC 153	C# Programming	2	3	0	3
CSC 253	Advanced C# Programming	2	3	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

### Data Reporting and Analytics Certificate (C25590D)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Program Courses</b>					
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTS 130	Spreadsheets	2	2	0	3
CTS 225	Spreadsheet Data Analysis	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
DBA 120	Database Programming I	2	2	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

### JAVA Programming Certificate (C2559004)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Program Courses</b>					
CIS 110	Introduction to Computers	2	2	0	3
CSC 120	Computing Fundamentals I	3	2	0	4
CSC 151	JAVA Programming	2	3	0	3
CSC 251	Advanced JAVA Programming	2	3	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

Contact the program coordinator or department chair for specific requirements.

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*Career and College Promise offers the following pathway:*

**Information Technology Pathway: Computer Programming and Development (C25590H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CSC 120	Computing Fundamentals I	3	2	0	4
CSC 151	JAVA Programming	2	3	0	3
CSC 153	C# Programming	2	3	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

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

## Information Technology: Cyber Security (A25590S)

Cyber Security is a concentration under the Information Technology curriculum title. Careers in Cyber Security involve planning, implementation, and monitoring appropriate security controls to safeguard and protect computer networks and information. Occupations and career specialties include network administration, network support specialist, systems security specialist, and information security analyst.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 240	Project Management	2	2	0	3
CTS 288	Professional Practices in IT	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
SEC 150	Secure Communications	2	2	0	3
SEC 151	Intro to Protocol Analysis	2	3	0	3
SEC 175	Perimeter Defense	1	4	0	3
SEC 180	Info Assurance Principles	2	2	0	3
SEC 258	Security Compliance	2	3	0	3
Electives**					2
<b>Total</b>					<b>50</b>
<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Sciences*					3
<b>Total</b>					<b>15</b>

### Other Required Courses

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

### Total Credits for AAS Degree 66

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

##### Other Major Electives:

CTI 175 or WBL 111 and WBL 121

##### Communication:

COM 231 or ENG 112

##### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

##### Math

MAT 121, MAT-143, or MAT 171

##### Social/Behavioral Sciences:

ECO 251, POL 120, PSY 150, or SOC 210

##### Other Requirements:

ACA 111 or ACA 122

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

*This program offers the following certificate option:*

### Cyber Security Certificate (C2559007)

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
CTI 120	Network & Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
Elective**					3
<b>Total Credits for Certificate</b>					<b>18</b>

#### \*\*Recommended Elective Options for Certificate:

##### Electives:

SEC 150 or SEC 175

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Information Technology Pathway: Cyber Security (C25590H2)

<i>Required Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
CTI 120	Network & Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
SEC 110	Security Concepts	2	2	0	3
SEC 150	Secure Communications	2	2	0	3
SEC 151	Intro to Protocol Analysis	2	3	0	3
<b>Total Credits for Pathway</b>					<b>18</b>

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

## Information Technology: Network Management (A25590N)

Network Management is a concentration under the Information Technology curriculum title. Careers in Network Management involve network analysis, planning, design, installation, maintenance, and management of network systems. Occupations and career specialties include network administration, information systems operator, user support specialist, systems security specialist, network virtualization, and telecommunications technician.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CSC 121	Python Programming	2	3	0	3
CTI 110	Web, Pgm. & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTI 175	Intro to Wireless Technology	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 240	Project Management	2	2	0	3
CTS 288	Professional Practices in IT	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 270	Building Scalable Networks	1	4	0	3
NET 289	Networking Project	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 220	Linux/Unix Admin I	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
Electives*					2
<b>Total</b>					<b>56</b>

### *General Education Courses*

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

### *Other Required Courses*

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

### **Total Credits for AAS Degree 72**

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

#### Other Major Electives:

SEC 150 or SEC 151 or WBL 111 and WBL 121

#### Communication:

COM 231 or ENG 112

#### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

#### Math:

MAT 121, MAT 143, or MAT 171

#### Social/Behavioral Sciences:

ECO 251, POL 120, PSY 150, or SOC 210

#### Other Requirement:

ACA 111 or ACA 122

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

*This program has the following certificate options:*

### **Routing and Switching Certificate (C2559009)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CTI 120	Network & Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 270	Building Scalable Networks	1	4	0	3
SEC 110	Security Concepts	2	2	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

### **System Administrator Certificate (C2559010)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CTI 120	Network & Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 220	Linux/Unix Admin I	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

### **Wireless LAN Certificate (C2559011)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CTI 120	Network & Sec Foundation	2	2	0	3
CTI 175	Intro to Wireless Technology	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 270	Building Scalable Networks	1	4	0	3
<b>Total Credits for Certificate</b>					<b>18</b>



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*Career and College Promise offers the following pathway:*

**Information Technology Pathway: Network Management  
(C25590H3)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CTI 120	Network & Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 270	Building Scalable Networks	1	4	0	3
SEC 110	Security Concepts	2	2	0	3
<b>Total Credits for Pathway</b>					<b>18</b>

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

## Information Technology: Technical Support (A25590T)

Support and Services is a concentration under the Information technology curriculum title. Careers in Support and Services involve implementing computer systems and software, providing technical assistance, and managing information systems. Occupations and career specialties include database development and administration, database management, technical support for call centers or products, technical documentation, and information systems management.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTI 140	Virtualization Concepts	1	4	0	3
CTI 289	CTI Capstone Project	1	6	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
CTS 155	Tech Support Functions	2	2	0	3
CTS 220	Adv Hard/Software Support	2	3	0	3
CTS 288	Professional Practices in IT	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
Electives*					2
<b>Total</b>					<b>53</b>

### *General Education Courses*

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

### *Other Required Course*

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

### **Total Credits for AAS Degree 69**

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

#### Electives:

NOS 230 or WBL 111 and WBL 121

#### Communication:

COM 231 or ENG 112

#### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

#### Math:

MAT 121, MAT 143, or MAT 171

#### Social/Behavioral Sciences:

ECO 251, POL 120, PSY 150, or SOC 210

#### Other Requirement:

ACA 111 or ACA 122

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

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

### **Information Technology Diploma (D2559001)**

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTI 140	Virtualization Concepts	1	4	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NET 125	Introduction to Networks	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
<b>Total</b>					<b>30</b>

### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
Math**					3
<b>Total</b>					<b>6</b>

### *Other Required Courses*

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

### **Total Credits for Diploma 37**

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

#### Math:

MAT 121, MAT 143, or MAT 171

**Computer Information Technology Certificate (C2559001)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 155	Tech Support Functions	2	2	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

**Desktop Support Technician Certificate (C2559002)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 220	Adv Hard/Software Support	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
<b>Total Credits for Certificate</b>					<b>18</b>

Contact the program coordinator or department chair for specific requirements.

## Information Technology: Web Administration and Design (A25590W)

Web Administration and Design is a concentration under the Information Technology curriculum title. Careers in Web Administration and Design involve creating, designing, and producing interactive multimedia products and services, including development of digitally-generated or computer-enhanced media used in business, training, entertainment, communications, and marketing. Occupations and career specialties include web design, digital media and web administration.

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CSC 118	Swift Programming I	2	2	0	3
CSC 120	Computing Fundamentals I	3	2	0	4
CSC 218	Swift Programming II	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 240	Project Management	2	2	0	3
CTS 288	Professional Practices in IT	2	2	0	3
SGD 116	Graphic Design Tools	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 213	Internet Mkt & Analytics	2	2	0	3
WEB 215	Adv Markup and Scripting	2	2	0	3
WEB 250	Database Driven Websites	2	2	0	3
WEB 289	Internet Technologies Projects	1	4	0	3
<b>Total</b>					<b>52</b>
<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
Communication*					3
Humanities/Fine Arts*					3
Math*					3
Social/Behavioral Sciences*					3
<b>Total</b>					<b>15</b>

<i>Other Required Course</i>	
Other Requirement*	1
<b>Total</b>	<b>1</b>

<b>Total Credits for AAS Degree</b>	<b>68</b>
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### *\*Recommended Elective & General Education Options:*

#### Communication:

COM 231 or ENG 112

#### Humanities/Fine Arts:

ART 111, MUS 110, or PHI 240

#### Math:

MAT 121, MAT 143, or MAT 171

#### Social/Behavioral Sciences:

ECO 251, POL 120, PSY 150, or SOC 210

#### Other Requirement:

ACA 111 or ACA 122

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

*This program offers the following certificate option:*

### **Mobile App Entrepreneur Certificate (C25590M)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CSC 118	Swift Programming I	2	2	0	3
CSC 218	Swift Programming II	2	2	0	3
ETR 210	Introduction to Entrepreneurship	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
<b>Total Credits for Certificate</b>					<b>12</b>

### **Web Design Certificate (C2559012)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 215	Adv Markup and Scripting	2	2	0	3
<b>Total Credits for Certificate</b>					<b>15</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### **Information Technology Pathway: Web Administration and Design (C25590H4)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, Db Foundation	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
<b>Total Credits for Pathway</b>					<b>15</b>

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

## Mammography Certificate (C45830)

The Mammography curriculum provides registered radiologic technologist the didactic and clinical experience necessary to become registered mammographers.

Course work includes clinical rotations in mammography facilities, breast anatomy/physiology, patient preparation/education, mammographic procedures, interventional procedures, image analysis, mammographic instrumentation, physics, quality control, and quality assurance.

Graduates will meet the Mammography Quality Standards Act initial training requirements for mammography and may be eligible to apply to take the American Registry of Radiologic Technologist (ARRT) post primary certification in Mammography.

### Course and Hour Requirements

		Clinic/		Credit	
<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
MAM 101	Mam Proc & Image Analysis	3	3	0	4
MAM 102	Mam Instrumentation & QA	3	0	0	3
MAM 103	Digital Mammography	1	0	0	1
MAM 104	Digital Breast Tomosynthesis	1	0	0	1
MAM 105	Mammography Clinical Ed	0	0	15	5
MAM 109	Mammography Capstone	3	0	0	3
<b>Total Credits for Certificate</b>					<b>17</b>

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

The medical director for this program is Bruce F. Schroeder, MD

## Mechanical Engineering Technology (A40320)

A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ATR 281 Automated Manufacturing	3	2	0	4
DFT 151 CAD I	2	3	0	3
DFT 152 CAD II	2	3	0	3
DFT 153 CAD III	2	3	0	3
EGR 250 Statics/Strength of Mater	4	3	0	5
ELC 111 Intro to Electricity	2	2	0	3
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
ISC 132 Mfg Quality Control	2	3	0	3
MAC 121 Intro to CNC	2	0	0	2
MEC 161 Manufacturing Processes I	3	0	0	3
MEC 161A Manufacturing Proc I Lab	0	3	0	1
MEC 180 Engineering Materials	2	3	0	3
Machining Elective*				3
Other Elective*				6
Physics*				4
Safety*				2
<b>Total</b>				<b>51</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
HUM 115 Critical Thinking	3	0	0	3
Math*				3
Social/Behavioral Sciences*				3
<b>Total</b>				<b>15</b>

### Other Required Courses

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

<b>Total Credits for AAS Degree</b>	<b>67</b>
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### \*Recommended Elective & General Education Options:

#### Machining Elective:

MAC 141 or MEC 111

#### Other Elective:

BPR 111, EGR 120, MAT 122, MEC 110, WBL 112

#### Physics:

PHY 131 or PHY 151

#### Safety:

ISC 112 or ISC 121

#### Math:

MAT 121 or MAT 171

#### Social/Behavioral Sciences:

PSY 150 or SOC 210

#### Other Requirements

ACA 111 or ACA 122

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

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

### Mechanical Engineering Technology Diploma (D4032001)

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ATR 281 Automated Manufacturing	3	2	0	4
BPR 111 Print Reading	1	2	0	2
DFT 151 CAD I	2	3	0	3
DFT 152 CAD II	2	3	0	3
EGR 120 Eng and Design Graphics	2	2	0	3
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
ISC 132 Mfg Quality Control	2	3	0	3
MEC 161 Manufacturing Processes I	3	0	0	3
MEC 161A Manufacturing Proc I Lab	0	3	0	1
MEC 180 Engineering Materials	2	3	0	3
Machining**				3
Safety**				2
<b>Total</b>				<b>33</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
Math**				3
<b>Total</b>				<b>6</b>

<b>Total Credits for Diploma</b>	<b>39</b>
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### \*\*Recommended Elective & General Education Options for Diploma:

#### Machining:

MAC 141 or MEC 111

#### Safety:

ISC 112 or ISC 121

#### Math:

MAT 121 or MAT 171

## Manufacturing Processes Fundamentals Certificate (C4032005)

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
DFT 152	CAD II	2	3	0	3
DFT 153	CAD III	2	3	0	3
ISC 132	Mfg Quality Control	2	3	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
MEC 161A	Manufacturing Proc I Lab	0	3	0	1
MEC 180	Engineering Materials	2	3	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

## Mechanical Engineering Software Certificate (C4032003)

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
DFT 153	CAD III	2	3	0	3
EGR 120	Eng and Design Graphics	2	2	0	3
<b>Total Credits for Certificate</b>					<b>12</b>

## Mechanical Fundamentals Certificate (C4032004)

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111	Print Reading	1	2	0	2
DFT 151	CAD I	2	3	0	3
ISC 132	Mfg Quality Control	2	3	0	3
ISC 136	Productivity Analysis I	2	3	0	3
Machining***					3
<b>Total Credits for Certificate</b>					<b>14</b>

\*\*\*Recommended Elective Option for Certificate:

### Machining:

MAC 141 or MEC 111

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

## Mechanical Engineering Technology Pathway (C40320H1)

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
DFT 153	CAD III	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 180	Engineering Materials	2	3	0	3
<b>Total Credits for Pathway</b>					<b>15</b>

## Mechanical Engineering Technology Pathway (C40320H2)

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
DFT 151	CAD I	2	3	0	3
EGR 120	Eng and Design Graphics	2	2	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
MEC 161A	Manufacturing Proc I Lab	0	3	0	1
<b>Total Credits for Pathway</b>					<b>13</b>

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

## Medical Assisting (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
BIO 163	Basic Anat & Physiology	4	2	0	5
MED 110	Orientation to Med Assist	1	0	0	1
MED 114	Prof Interac in Heal Care	1	0	0	1
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Admin Office Proc I	1	2	0	2
MED 131	Admin Office Proc II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 180 <sup>+</sup>	CPR Certification	0	2	0	1
MED 240	Exam Room Procedures II	3	4	0	5
MED 260	MED Clinical Practicum	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
MED 264	Med Assisting Overview	2	0	0	2
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
MED 276	Patient Education	1	2	0	2
SPA 111	Elementary Spanish I	3	0	0	3
Major Elective*					2
Medical Coding Elective*					2
Medical/Legal Issues*					2
Office Systems Elective*					2
<b>Total</b>					<b>60</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>15</b>
<b>Other Required Courses</b>					
ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>76</b>

<sup>+</sup> Articulated credit for MED 180 CPR Certification may be awarded to students who hold an active BLS CPR Certification from the American Heart Association at the time of enrollment in the program.

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

#### Major Elective:

BUS 151, HSC 110, OST 131, OST 164, OST 184, OST 281, OST 286, SPA 112

#### Medical Coding Elective:

MED 232 or OST 148

#### Medical/Legal Issues:

MED 118 or OST 149

#### Office Systems Elective:

CIS 110, CIS 111, OST 136 or OST 137

#### Humanities/Fine Arts:

HUM 115 or PHI 240

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

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

#### CAAHEP

9355 113th St. N, #7709

Seminole, FL 33775

Phone: 727-210-2350

Fax: 727-210-2354

Email: [mail@caahep.org](mailto:mail@caahep.org)

#### MAERB

20 North Wacker Drive,

Suite 1575

Chicago, IL 60606-2903

Phone: 312-899-1500

Fax: 312-899-1259



## Medical Dosimetry Diploma (D45450)

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

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

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

The Medical Dosimetry program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

### JRCERT

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Telephone: 312-704-5300

Email: mail@jrcert.org

### Course and Hour Requirements

		Clinic/			Credit
<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>WkExp</u>	<u>Hours</u>
DOS 210	Introduction to Dosimetry	2	3	0	3
DOS 220	Treatment Planning I	1	3	0	2
DOS 221	Treatment Planning II	1	3	0	2
DOS 230	Clinical Research Exper	0	6	0	2
DOS 243	Dosimetry Physics	1	3	0	2
DOS 250	Dose Calculations	2	0	0	2
DOS 260	Dosimetry Special Procedures	2	3	0	3
DOS 270	Medical Dosimetry Capstone	2	0	0	2
DOS 280	Clinical Education I	0	0	12	4
DOS 281	Clinical Education II	0	0	12	4
DOS 282	Clinical Education III	0	0	12	4
DOS 283	Clinical Education IV	0	0	15	5
DOS 284	Clinical Education V	0	0	15	5
<b>Total</b>					<b>40</b>

### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
MAT 121	Algebra/Trigonometry	2	2	0	3
<b>Total</b>					<b>6</b>

**Total Credits for Diploma 46**

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

## Medical Office Administration: General Medical Office Administration (A25310M)

The Medical Office Administration program prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, and patient services. Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum. Graduates should qualify for employment opportunities in a variety of administrative positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations.

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
ACC 111	Financial Accounting	3	0	0	3
BUS 260	Business Communication	3	0	0	3
MED 116	Introduction to A & P	3	2	0	4
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office applications I	2	2	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	3	0	0	3
OST 243	Med Office Simulation	2	2	0	3
OST 247	Procedure Coding	2	2	0	3
OST 248	Diagnostic Coding	2	2	0	3
OST 263	Healthcare Customer Relations	3	0	0	3
OST 280	Electronic Health Records	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
Electives*					2
<b>Total</b>					<b>59</b>

### General Education Courses

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

### Other Required Courses

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

### Total Credits for AAS Degree

**75**

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

#### Electives:

OST 138, OST 153, OST 184, OST 233, OST 236, OST 250, SPA 120, or WBL 112

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Natural Sciences/Math:

BIO 161 or MAT 110

#### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

Student enrolled full-time and making satisfactory progress should complete this program in three semesters. Additional time may be needed to complete general education courses.

*This program offers the following certificate option:*

### Medical Receptionist Certificate (C2531006)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Program Courses</b>					
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 137	Office Applications I	2	2	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 286	Professional Development	3	0	0	3
<b>Total Credits for Certificate</b>					<b>17</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathway:*

### Medical Office Administration Pathway(C25310H1)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Required Courses</b>					
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 137	Office Applications I	2	2	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 286	Professional Development	3	0	0	3
<b>Total Credits for Pathway</b>					<b>17</b>

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

## Medical Office Administration: Medical Auditor (A25310A)

Medical Auditor is a concentration under the Medical Office Administration curriculum title. Medical auditors perform coding quality audits and review of clinical documents, physician billing records, administrative data, and coding records. They ensure compliance with industry regulations as well as maintain quality assurance. They also provide ongoing feedback and analysis of the education needs for the providers and staff. Certified medical auditors are also known as compliance auditors. This requires knowledge of federal, state, and payer-specific regulations (Medicare and Medicaid) and policies pertaining to documentation, coding, and billing. A knowledge of ICD-10-CM, CPT, and HCPCS coding is required.

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
MED 116 Introduction to A & P	3	2	0	4
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
OST 131 Keyboarding	1	2	0	2
OST 134 Text Entry & Formatting	2	2	0	3
OST 136 Word Processing	2	2	0	3
OST 137 Office Applications I	2	2	0	3
OST 148 Med Ins & Billing	3	0	0	3
OST 149 Medical Legal Issues	3	0	0	3
OST 164 Office Editing	3	0	0	3
OST 243 Med Office Simulation	2	2	0	3
OST 247 Procedure Coding	2	2	0	3
OST 248 Diagnostic Coding	2	2	0	3
OST 263 Healthcare Customer Relations	3	0	0	3
OST 264 Medical Auditing	3	0	0	3
OST 265 Healthcare Comp & Reg	2	2	0	3
OST 266 Adv Medical Auditing	2	2	0	3
OST 280 Electronic Health Records	2	2	0	3
OST 286 Professional Development	3	0	0	3
OST 288 Medical Office Admin Capstone	2	2	0	3
<b>Total</b>				<b>60</b>

### General Education Courses

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

### Other Required Courses

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

### Total Credits for AAS Degree 76

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

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Natural Sciences/Math:

BIO 161 or MAT 110

#### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

*This program offers the following diploma option:*

### Medical Auditor Diploma (D2531008)

<i>Major Courses</i>	Class	Lab	Clinic/ WkExp	Credit Hours
MED 116 Introduction to A & P	3	2	0	4
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
OST 131 Keyboarding	1	2	0	2
OST 137 Office Applications I	2	2	0	3
OST 148 Med Ins & Billing	3	0	0	3
OST 149 Medical Legal Issues	3	0	0	3
OST 247 Procedure Coding	2	2	0	3
OST 248 Diagnostic Coding	2	2	0	3
OST 264 Medical Auditing	3	0	0	3
OST 265 Healthcare Comp & Reg	2	2	0	3
OST 266 Adv Medical Auditing	2	2	0	3
OST 280 Electronic Health Records	2	2	0	3
<b>Total</b>				<b>39</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
Communication**				3
<b>Total</b>				<b>6</b>

### Other Required Courses

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

### Total Credits for Diploma 46

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

#### Communication:

COM 120 or COM 231

#### Other Requirement:

ACA 111 or ACA 122

Contact the program coordinator or department chair for specific requirements.

## Medical Office Administration: Medical Billing and Coding (A25310C)

Medical Coding and Billing is a concentration under the Medical Office Administration curriculum title. Medical coders and billers transform healthcare diagnoses, procedures, medical services, and equipment into a medical alphanumeric code (ICD-10-CM, CPT, and HCPCS). They also process and follow up on claims sent to health insurance companies for reimbursement of services provided by healthcare providers. These individuals work to avoid insurance payment denials. This requires a knowledge of anatomy, physiology, and medical terminology. This also requires knowledge and proficiency of ICD-10-CM, CPT, and HCPCS coding. It is highly recommended for serious coders to pass the CPC (Certified Professional Coder) exam.

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
MED 116	Introduction to A & P	3	2	0	4
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	3	0	0	3
OST 243	Med Office Simulation	2	2	0	3
OST 247	Procedure Coding	2	2	0	3
OST 248	Diagnostic Coding	2	2	0	3
OST 249	Med Coding Certification Prep	2	3	0	3
OST 250	Long-Term Care	2	2	0	3
OST 260	Adv Coding Methodologies	2	2	0	3
OST 263	Healthcare Customer Relations	3	0	0	3
OST 280	Electronic Health Records	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
<b>Total</b>					<b>60</b>

### *General Education Courses*

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

### *Other Required Courses*

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

### **Total Credits for AAS Degree 76**

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

##### Communication:

COM 120 or COM 231

##### Humanities/Fine Arts:

HUM 115 or HUM 120

##### Natural Sciences/Math:

BIO 161 or MAT 110

##### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

##### Other Requirement:

ACA 111 or ACA 122

*This program offers the following diploma option:*

### **Medical Billing and Coding Diploma (D2531005)**

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
MED 116	Introduction to A & P	3	2	0	4
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 137	Office Applications I	2	2	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 243	Med Office Simulation	2	2	0	3
OST 247	Procedure Coding	2	2	0	3
OST 248	Diagnostic Coding	2	2	0	3
OST 249	Med Coding Certification Prep	2	3	0	3
OST 260	Adv Coding Methodologies	2	2	0	3
OST 280	Electronic Health Records	2	2	0	3
<b>Total</b>					<b>39</b>

### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
Communication**					3
<b>Total</b>					<b>6</b>

### *Other Required Courses*

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

### **Total Credits for Diploma 46**

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

##### Communication:

COM 120 or COM 231

##### Other Requirement:

ACA 111 or ACA 122

Contact the program coordinator or department chair for specific requirements.

## Medical Office Administration: Patient Services Representative (A25310R)

Patient Services Representative is a concentration under the Medical Office Administration curriculum title. Patient service representatives work in healthcare facilities and serve as the first point of contact for patients entering the facility. They enter and verify confidential personal health information and financial information into computerized systems with a high rate of accuracy. They are also responsible for answering telephones, registering patients, scheduling appointments, collecting payments, and providing excellent customer service. Patient service representatives are also known as patient advocates, patient access specialists, and service coordinators. This requires a knowledge of computers, medical terminology, and electronic health records. This also requires excellent communication and customer service skills.

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		<i>Class</i>	<i>Lab</i>	<i>Clinic/ WkExp</i>	<i>Credit Hours</i>
ACC 111	Financial Accounting	3	0	0	3
BUS 151	People Skills	3	0	0	3
BUS 260	Business Communication	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	3	0	0	3
OST 243	Med Office Simulation	2	2	0	3
OST 263	Healthcare Customer Relations	3	0	0	3
OST 280	Electronic Health Records	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
Major Elective*					2
<b>Total</b>					<b>55</b>

### General Education Courses

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

### Other Required Courses

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

### Total Credits for AAS Degree

**71**

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

#### Electives:

OST 138, OST 153, OST 184, OST 233, OST 236, SPA 120, or WBL 112

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Natural Sciences/Math:

BIO 161 or MAT 110

#### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

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

### Patient Services Representative Diploma (D2531006)

<i>Major Courses</i>		<i>Class</i>	<i>Lab</i>	<i>Clinic/ WkExp</i>	<i>Credit Hours</i>
ACC 111	Financial Accounting	3	0	0	3
BUS 260	Business Communication	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry and Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 243	Med Office Simulations	2	2	0	3
OST 263	Healthcare Customer Relations	3	0	0	3
OST 280	Electronic Health Records	2	2	0	3
OST 286	Professional Development	3	0	0	3
<b>Total</b>					<b>41</b>

### General Education Courses

ENG 111	Writing and Inquiry	3	0	0	3
Communication**					3
<b>Total</b>					<b>6</b>

### Other Required Courses

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

### Total Credits for Diploma

**48**

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

#### Communication:

COM 120 or COM 231

#### Other Requirement:

ACA 111 or ACA 122

**Patient Services Representative Certificate (C2531008)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 286	Professional Development	3	0	0	3
<b>Total Credits for Certificate</b>					<b>17</b>

Contact the program coordinator or department chair for specific requirements.

## Medical Sonography (A45440)

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

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

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

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 163	Basic Anat & Physiology	4	2	0	5
PHY 110	Conceptual Physics	3	0	0	3
SON 110	Introduction to Sonography	1	3	3	3
SON 111	Sonographic Physics	3	3	0	4
SON 120	SON Clinical Ed I	0	0	15	5
SON 121	SON Clinical Ed II	0	0	15	5
SON 130	Abdominal Sonography I	2	3	0	3
SON 131	Abdominal Sonography II	1	3	0	2
SON 140	Gynecological Sonography	2	0	0	2
SON 220	SON Clinical Education III	0	0	24	8
SON 221	SON Clinical Education IV	0	0	24	8
SON 222	Selected SON Clinical Ed	0	0	6	2
SON 225	Case Studies	0	3	0	1
SON 241	Obstetrical Sonography I	2	0	0	2
SON 242	Obstetrical Sonography II	2	0	0	2
SON 250	Vascular Sonography	1	3	0	2
SON 289	Sonographic Topics	2	0	0	2
<b>Total</b>					<b>59</b>

#### General Education Courses

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

#### Other Required Courses

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

**Total Credits for AAS Degree 75**

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

Humanities/Fine Arts:  
HUM 115 or PHI 240

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

This program has special admissions requirements. These requirements are in addition to those completed for the College.

Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

The Medical Sonography program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) by the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

#### CAAHEP

9355 113th St. N, #7709  
Seminole, FL 33775  
Phone: 727-210-2350  
Fax: 727-210-2354  
Email: [mail@caahep.org](mailto:mail@caahep.org)  
Website: [www.caahep.org](http://www.caahep.org)

#### JRC-DMS

6021 University Blvd  
Suite 500  
Ellicott City, MD 21043  
Phone: 443-973-3251  
Fax: 866-738-3444  
Email: [mail@jrcdms.org](mailto:mail@jrcdms.org)  
Website: [www.jrcdms.org](http://www.jrcdms.org)

The medical advisor for the program in Michael R. Coan, MD

The Medical Sonography program has established a collaborative agreement with Nash Community College. This agreement allows students to take general education courses at Nash Community College and the remaining courses at Pitt Community College if accepted to the program. Pitt Community College will award the Medical Sonography degree.

## Nuclear Medicine Technology (A45460)

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level Nuclear Medicine Technologists.

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

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

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
NMT 110 Intro to Nuclear Medicine	2	0	0	2
NMT 110A Intro to Nuc Med Lab	0	3	0	1
NMT 126 Nuclear Physics	2	0	0	2
NMT 132 Overview-Clinical Nuc Med	2	0	6	4
NMT 134 Nuclear Pharmacy	2	0	0	2
NMT 136 Health Physics	2	0	0	2
NMT 211 NMT Clinical Practices I	0	0	21	7
NMT 212 Proc for Nuclear Med I	2	0	0	2
NMT 212A Proc for Nuc Med I Lab	0	3	0	1
NMT 214 Radiobiology	2	0	0	2
NMT 215 Non-Imaging Instrumentation	1	3	0	2
NMT 218 Computers in Nuc Med	2	0	0	2
NMT 221 NMT Clinical Practice II	0	0	21	7
NMT 222 Proc for Nuclear Med II	2	0	0	2
NMT 222A Proc for Nuc Med II Lab	0	3	0	1
NMT 289 Nuc Med Tech Topics	2	3	0	3
PET 110 Introduction to PET	2	0	0	2
PET 235 Cross-Sectional Anatomy	3	0	0	3
Biology Elective*				5
<b>Total</b>				<b>52</b>

### General Education Courses

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

### Other Required Course

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

**Total Credits for AAS Degree 68**

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

#### Biology Elective:

BIO 163 or BIO 168 and BIO 169

#### Humanities/Fine Arts:

HUM 115 or PHI 240

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

*This program has the following diploma option:*

### Nuclear Medicine Technology Diploma (D4546001)

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
NMT 110 Intro to Nuclear Medicine	2	0	0	2
NMT 126 Nuclear Physics	2	0	0	2
NMT 132 Overview-Clinical Nuc Med	2	0	6	4
NMT 134 Nuclear Pharmacy	2	0	0	2
NMT 136 Health Physics	2	0	0	2
NMT 211 NMT Clinical Practice I	0	0	21	7
NMT 212 Proc for Nuclear Med I	2	0	0	2
NMT 212A Proc for Nuc Med I Lab	0	3	0	1
NMT 214 Radiobiology	2	0	0	2
NMT 215 Non-Imaging Instrumentation	1	3	0	2
NMT 221 NMT Clinical Practice II	0	0	21	7
NMT 222 Proc for Nuclear Med II	2	0	0	2
NMT 222A Proc for Nuc Med II Lab	0	3	0	1
NMT 289 Nuc Med Tech Topics	2	3	0	3
PET 235 Cross-Sectional Anatomy	3	0	0	3
<b>Total</b>				<b>42</b>

### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
MAT 121 Algebra/Trigonometry I	2	2	0	3
<b>Total</b>				<b>6</b>

**Total Credits for Diploma 48**

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

The Nuclear Medicine Technology program has established a collaborative agreement with Nash Community College. This agreement allows students to take general education courses at Nash Community College and the remaining courses at Pitt Community College if accepted to the program. Pitt Community College will award the Nuclear Medicine Technology degree.



## Nurse Aide Pathway (D45970H1)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

### Course and Hour Requirements

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 111	College Student Success	1	0	0	1
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Intro to Chemistry Lab	0	3	0	1
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
HSC 110	Orientation to Health Careers	1	0	0	1
HUM 115	Critical Thinking	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
MED 120	Survey of Med Terminology	2	0	0	2
MED 180	CPR Certification	0	2	0	1
NAS 101	Nurse Aide I	3	4	3	6
NAS 102	Nurse Aide II	3	2	6	6
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
<b>Total Credits for Pathway</b>					<b>47</b>

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

## Occupational Therapy Assistant (A45500)

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

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

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

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
BIO 168	Anatomy and Physiology I	3	3	0	4
MED 120	Survey of Med Terminology	2	0	0	2
OTA 110	Fundamentals of OT	2	3	0	3
OTA 120	OT Media I	1	3	0	2
OTA 130	Assessment Skills	2	3	0	3
OTA 140	Professional Skills I	0	3	0	1
OTA 150	Peds Concepts & Interventions	2	3	0	3
OTA 161	Fieldwork I-Placement 1	0	0	3	1
OTA 162	Fieldwork I-Placement 2	0	0	3	1
OTA 163	Fieldwork I-Placement 3	0	0	3	1
OTA 170	Physical Conditions	2	3	0	3
OTA 180	Psychosocial Conditions	2	3	0	3
OTA 220	OT Media II	1	6	0	3
OTA 240	Professional Skills II	0	3	0	1
OTA 245	Professional Skills III	0	3	0	1
OTA 250	Adult Concepts & Interventions	2	3	0	3
OTA 260	Level II Fieldwork Placement 1	0	0	18	6
OTA 261	Level II Fieldwork Placement 2	0	0	18	6
PSY 241	Developmental Psych	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
<b>Total</b>					<b>53</b>

### General Education Courses

BIO 169	Anatomy and Physiology II	3	3	0	4
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts*					3
<b>Total</b>					<b>16</b>

### Other Required Courses

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

**Total Credits for AAS Degree 70**

### \*Recommended General Education Options:

#### Humanities/Fine Arts:

HUM 115 or PHI 240

OTA 110, OTA 120, OTA 140, OTA 161, OTA 162, OTA 163, OTA 180, OTA 220, OTA 240, OTA 245, and OTA 250 include an online component. Applicants considering applying for the OTA Program should review the Distance Education Department's Frequently Asked Questions to learn the processes and requirements for online education. Go to [www.pittcc.edu](http://www.pittcc.edu) and click on Academics> Distance Education> FAQs.

Students must complete Level II Fieldwork within 2 semesters following completion of academic preparation.

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

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

#### ACOTE

c/o Accreditation Department

American Occupational Therapy Association (AOTA)

6116 Executive Boulevard, Suite 200

North Bethesda, MD 20852-4929

Phone: 301-652-AOTA

Website: [www.acoteonline.org](http://www.acoteonline.org)

## Office Administration: General Office Administration (A25370G)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 111	Financial Accounting	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 260	Business Communication	3	0	0	3
OST 122	Office Computations	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 153	Office Finance Solutions	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 181	Office Procedures	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 233	Office Publications Design	2	2	0	3
OST 236	Adv Word Processing	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
OST 286	Professional Development	3	0	0	3
OST 289	Office Admin Capstone	2	2	0	3
Elective*					2
<b>Total</b>					<b>54</b>

### *General Education Courses*

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

### *Other Required Courses*

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

**Total Credits for AAS Degree 70**

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

#### Elective:

BUS 137, BUS 151, or WBL 112

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or HUM 120

### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

### Other Requirement:

ACA 111 or ACA 122

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT-003 with a P1 or an appropriate math placement test score.

*This program offers the following diploma:*

### **Office Administration Diploma (D2537005)**

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 111	Financial Accounting	3	0	0	3
BUS 260	Business Communications	3	0	0	3
OST 122	Office Computations	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 181	Office Procedures	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 289	Office Admin Capstone	2	2	0	3
Elective**					3
<b>Total</b>					<b>38</b>

### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
Communication**					3
<b>Total</b>					<b>6</b>

### *Other Required Courses*

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

**Total Credits for Diploma 45**

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

#### Elective:

OST 138, OST 153, OST 233, or OST 236

#### Communication:

COM 120 or COM 231

#### Other Requirement:

ACA 111 or ACA 122

### **Data Entry Certificate (C2537008)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 184	Records Management	2	2	0	3
<b>Total Credits for Certificate</b>					<b>17</b>

**Office Software Certificate (C2537005)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 233	Office Publications Design	2	2	0	3
OST 236	Adv Word Processing	2	2	0	3
<b>Total Credits for Certificate</b>					<b>17</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following options:*

**Office Administration Pathway (D25370H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 111	Financial Accounting	3	0	0	3
BUS 151	People Skills	3	0	0	3
COM 120	Intro Interpersonal Com	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 140	Internet Comm/Research	1	2	0	2
OST 153	Office Finance Solutions	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 181	Office Procedures	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 233	Office Publications Design	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 289	Office Admin Capstone	2	2	0	3
<b>Total Credits for Pathway</b>					<b>43</b>

**Office Administration Pathway (C25370H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 184	Records Management	2	2	0	3
<b>Total Credits for Pathway</b>					<b>14</b>

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

## Office Administration: Office Finance (A25370F)

Office Finance is a concentration under the Office Administration program. This concentration includes courses in financial accounting, office computations, and office finance solutions. Students will learn financial, administrative, and clerical services to prepare for positions in public and private business offices.

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 120	Prin of Financial Accounting	3	2	0	4
ACC 140	Payroll Accounting	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 260	Business Communication	3	0	0	3
OST 122	Office Computations	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 153	Office Finance Solutions	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 181	Office Procedures	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
OST 286	Professional Development	3	0	0	3
OST 289	Office Admin Capstone	2	2	0	3
Elective*				2	
<b>Total</b>					<b>54</b>

### *General Education Courses*

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

### *Other Required Courses*

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

<b>Total Credits for AAS Degree</b>					<b>70</b>
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### *\*Recommended Elective & General Education Options:*

#### Elective:

BUS 137, BUS 151, or WBL 112

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

#### Other Requirement:

ACA 111 or ACA 122

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT-003 with a P2 or an appropriate math placement test score.

*This program offers the following certificate:*

### **Office Finance Certificate (C2537006)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 111	Financial Accounting	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 137	Office Applications I	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 153	Office Finance Solutions	2	2	0	3
<b>Total Credits for Certificate</b>					<b>14</b>

Contact the program coordinator or department chair for specific requirements.

## Office Administration: Legal Office (A25370L)

Legal Office is a concentration under the Office Administration program. This concentration includes courses in legal terminology, legal office procedures, and business law. Students will learn administrative and clerical services in a law-related field to prepare for positions in legal or government-related offices.

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACC 111	Financial Accounting	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 260	Business Communication	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Applications I	2	2	0	3
OST 138	Office Applications II	2	2	0	3
OST 155	Legal Terminology	3	0	0	3
OST 156	Legal Office Procedures	2	2	0	3
OST 164	Office Editing	3	0	0	3
OST 181	Office Procedures	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 236	Adv Word Processing	2	2	0	3
OST 252	Legal Transcription I	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 289	Office Admin Capstone	2	2	0	3
Elective*					2
<b>Total</b>					<b>55</b>
<i>General Education Courses</i>					
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
Communication*					3
Humanities/Fine Arts*					3
Social/Behavioral Sciences*					3
<b>Total</b>					<b>15</b>
<i>Other Required Courses</i>					
Other Requirement*					1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>71</b>

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

#### Major Electives:

BUS 137, BUS 151, or WBL 112

#### Communication:

COM 120 or COM 231

#### Humanities/Fine Arts:

HUM 115 or HUM 120

#### Social/Behavioral Sciences:

ECO 251, PSY 150, SOC 210, or SOC 213

#### Other Requirements:

ACA 111 or ACA 122

Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science. Graduates of this program must demonstrate competence in math by completion of MAT-003 with a P1 or an appropriate math placement test score.

*This program offers the following certificate:*

### **Legal Certificate (C2537007)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BUS 115	Business Law	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 155	Legal Terminology	3	0	0	3
OST 156	Legal Office Procedures	2	2	0	3
OST 252	Legal Transcription I	2	2	0	3
<b>Total Credits for Certificate</b>					<b>17</b>

Contact the program coordinator or department chair for specific requirements.

## Paralegal Technology (A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

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

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

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
ACC 111	Financial Accounting	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
LEX 110	Intro to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 121	Legal Research/Writing II	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 150	Commercial Law I	2	2	0	3
LEX 151	Commercial Law II	3	0	0	3
LEX 160	Criminal Law & Procedure	2	2	0	3
LEX 210	Real Property I	3	0	0	3
LEX 211	Real Property II	1	4	0	3
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3
LEX 260	Bankruptcy and Collections	3	0	0	3
LEX 280	Ethics & Professionalism	2	0	0	2
SPA 111	Elementary Spanish I	3	0	0	3
Co-op Elective*					2
Major Elective*					2
<b>Total</b>					<b>56</b>

#### General Education Courses

ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
Communication*					3
Math*					3
Social/Behavioral Sciences*					3
<b>Total</b>					<b>18</b>

#### Other Required Courses

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

**Total Credits for AAS Degree 75**

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

##### Co-op Elective:

LEX 170 or WBL 112 or WBL 111 and WBL 121

##### Major Electives:

OST 131, OST 136, OST 284, WBL 112, WBL 111 and WBL 115, WBL 111 and WBL 121

##### Communication:

COM 120 or COM 231

##### Math:

MAT 110, MAT 143, or MAT 171

##### Social/Behavioral Sciences:

POL 120 or SOC 210

##### Other Requirements:

ACA 111 or ACA 122

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

This program is approved by the American Bar Association and the North Carolina State Bar.

*This program offers the following diploma option:*

### Paralegal Technology Diploma (D2538001)

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
LEX 110	Intro to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 121	Legal Research/Writing II	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 150	Commercial Law I	2	2	0	3
LEX 280	Ethics & Professionalism	2	0	0	2
Required Electives**					12
<b>Total</b>					<b>34</b>
<i>General Education Courses</i>					
Communication**					3
General Education Requirements**					3
<b>Total</b>					<b>6</b>

**Total Credits for Diploma 40**

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

##### Required Electives:

ACC 111, CIS 110, LEX 151, LEX 160, LEX 170, LEX 210, LEX 211, LEX 240, LEX 250, LEX 260, WBL 111, WBL 112

##### Communication:

ENG 111, ENG 112, or COM 231

##### General Education Requirements:

HUM 115, MAT 110, MAT 143, MAT 171, POL 120, or SOC 210

Admission to this diploma is only open to students who hold a bachelor's degree from an accredited college or university. An official undergraduate transcript must be on file with the College's Office of Admissions and Records in order to register for an LEX course. This diploma is approved by the American Bar Association and the North Carolina State Bar.

Contact the program coordinator or department chair for specific requirements.

## Phlebotomy Pathway (D45950H1)

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

### Course and Hour Requirements

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 111	College Student Success	1	0	0	1
BIO 163	Basic Anat & Physiology	4	2	0	5
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
HSC 110	Orientation to Health Careers	1	0	0	1
HUM 115	Critical Thinking	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 180	CPR Certification	0	2	0	1
PBT 100	Phlebotomy Technology	5	2	0	6
PBT 101	Phlebotomy Practicum	0	0	9	3
PHY 110	Conceptual Physics	3	0	0	3
PSY 150	General Psychology	3	0	0	3
<b>Total Credits for Pathway</b>					<b>46</b>

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



## Polysomnography (A45670)

The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders.

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

Graduates of accredited programs may be eligible to apply to take the examination offered by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

The Polysomnography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Committee on Accreditation for Polysomnographic Technologist Education (CoASPSG).

### CAAHEP

9355 113th St. N, #7709  
Seminole, FL 33775  
Phone: 727-210-2350  
Fax: 727-210-2354  
Email: mail@caahep.org

### CoASPSG

1711 Frank Avenue  
New Bern, NC 28560  
Phone: 252-626-3238  
Email: office@coapsg.org

The medical director for this program is John Fogarty, MD

### Course and Hour Requirements

				Clinic/	Credit
<i>Major Courses</i>		Class	Lab	WkExp	Hours
CIS 111	Basic PC Literacy	1	2	0	2
MED 118	Medical Law and Ethics	2	0	0	2
MED 120	Survey of Med Terminology	2	0	0	2
PSG 110	Intro to Polysomnography	3	2	0	4
PSG 111	Neuro/Cardiopulmonary A & P	4	0	0	4
PSG 112	PSG Fundamentals	3	0	0	3
PSG 113	PSG Instrumentation	2	2	0	3
PSG 114	PSG Clinical Education I	0	0	9	3
PSG 210	Polysomnography I	3	2	9	7
PSG 211	Polysomnography II	2	6	9	7
PSG 212	Infant/Pediatric PSG	3	2	0	4
PSG 213	Case Studies/Exam Review	0	3	0	1
PSG 214	PSG Clinical Apps I	0	2	0	1
PSG 215	PSG Clinical Apps II	0	2	0	1
Required Biology*					5
<b>Total</b>					<b>49</b>

### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
<b>Total</b>					<b>15</b>

### *Other Required Course*

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

**Total Credits for AAS Degree 65**

### *\*Recommended Elective Options:*

#### Required Biology:

BIO 163 or BIO 168 and BIO 169

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

This program has special admissions requirements. These requirements are in addition to those complete for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

## Polysomnography Bridge (A45670B)

The Polysomnography Bridge Program is a degree completion track allowing currently registered, non-degree Registered Polysomnographic Technologist (RPSGT) to earn an Associate of Applied Science Degree in Polysomnography.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
CIS 111	Basic PC Literacy	1	2	0	2
MED 118	Medical Law and Ethics	2	0	0	2
MED 120	Survey of Med Terminology	2	0	0	2
PSG 113	PSG Instrumentation	2	2	0	3
PSG 210	Polysomnography I	3	2	9	7
PSG 211	Polysomnography II	2	6	9	7
PSG 212	Infant/Pediatric PSG	3	2	0	4
Articulated Credit <sup>∇</sup>					17
Required Biology*					5
<b>Total</b>					<b>49</b>

### General Education Requirements

ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
PSY 150	General Psychology	3	0	0	3
<b>Total</b>					<b>15</b>

**Total Credits for Degree 64**

<sup>∇</sup>*Articulated Credit Courses: Individuals with a current RPSGT Certification may receive articulated credit for PSG 110, PSG 111, PSG 112, PSG 114, PSG 213, PSG 214, and PSG 215. Credential cannot be expired in order to receive articulated credit and must remain current while enrolled in the program.*

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

#### Required Biology:

BIO 163 or BIO 168 and BIO 169

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

The Polysomnography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Committee on Accreditation for Polysomnography Education (CoAPSG).

#### CAAHEP

25400 US Highway 19 N.  
Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2350  
Fax: 727-210-2354  
Email: [mail@caahep.org](mailto:mail@caahep.org)

#### CoAPSG

1711 Frank Avenue  
New Bern, NC 28560  
Phone: 252-626-3238  
Email: [office@coapsg.org](mailto:office@coapsg.org)

The medical director for this program is John Fogarty, MD

## Polysomnography Certificate (C45650)

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

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

Graduates of accredited programs may be eligible to take the registry examination given by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

### Course and Hour Requirements

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	Clinic/ <u>WkExp</u>	Credit <u>Hours</u>
PSG 189	PSG Transition	1	3	3	3
PSG 210	Polysomnography I	3	2	9	7
PSG 211	Polysomnography II	2	6	9	7
PSG 215	PSG Clinical Apps II	0	2	0	1
<b>Total Credits for Certificate</b>					<b>18</b>

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

The Polysomnography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Committee on Accreditation for Polysomnographic Technologist Education (CoASPSG).

#### CAAHEP

25400 U.S. Highway 19 N.  
Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2350  
Fax: 727-210-2354  
Email: [mail@caahep.org](mailto:mail@caahep.org)

#### CoAPSG

1711 Frank Avenue  
New Bern, NC 28560  
Phone: 252-626-3238  
Email: [office@coapsg.org](mailto:office@coapsg.org)

The medical director for this program is John Fogarty, MD

## Positron Emission Tomography Diploma (D45820)

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

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

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

### Course and Hour Requirements

<i>Major Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hours
PET 110	Introduction to PET	2	0	0	2
PET 112	PET Procedures	3	0	0	3
PET 125	PET Radiopharmaceuticals	3	0	0	3
PET 145	PET Physics	3	0	0	3
PET 210	PET Clinical I	0	0	21	7
PET 211	PET Clinical II	0	0	21	7
PET 218	PET Protection	3	0	0	3
PET 225	PET Instrumentation	2	2	0	3
PET 235	Cross-Sectional Anatomy	3	0	0	3
PET 248	PET Topics	3	0	0	3
<b>Total</b>					<b>37</b>

### *General Education Courses*

ENG 111	Writing and Inquiry	3	0	0	3
MAT 121	Algebra/Trigonometry	2	2	0	3
<b>Total</b>					<b>6</b>

**Total Credits for Diploma 43**

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

*This program offers the following certificate option:*

### **PET Certificate\* (C4582001)**

<i>Program Courses</i>		Class	Lab	Clinic/ WkExp	Credit Hour
PET 112	PET Procedures	3	0	0	3
PET 125	PET Radiopharmaceuticals	3	0	0	3
PET 145	PET Physics	3	0	0	3
PET 218	PET Protection	3	0	0	3
PET 225	PET Instrumentation	2	2	0	3
<b>Total Credits for Certificate</b>					<b>15</b>

\*This certificate does not include a clinical component.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

## Radiation Therapy Technology Diploma (D45680)

The Radiation Therapy Technology curriculum is designed to train students to work in conjunction with nurses, physicists, and physicians in the application of prescribed doses of ionizing radiation for the treatment of disease, primarily cancer.

Course work includes physics, anatomy and physiology, dosimetry, and clinical oncology. The student will be skilled in treatment management, administration of prescribed radiation treatment, and provision of patient support.

Graduates may be eligible to sit for the National Radiation Therapy Exam, given by the American Registry of Radiologic Technologists. Employment opportunities can be found in hospitals and freestanding cancer centers.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
RTT 121	Special Imaging	2	0	0	2
RTT 210	Radiobiology	2	0	0	2
RTT 220	Rad Therapy Orientation	2	0	0	2
RTT 221	Clinical Oncology I	3	0	0	3
RTT 222	Clinical Oncology II	3	0	0	3
RTT 232	Rad Therapy Procedures	2	0	0	2
RTT 233	Rad Therapy Physics	2	0	0	2
RTT 234	Clinical Dosimetry	1	3	0	2
RTT 240	RTT Clinical Ed III	0	0	18	6
RTT 241	RTT Clinical Ed IV	0	0	21	7
RTT 246	RTT Clinical Ed V	0	0	18	6
RTT 250	Radiation Therapy Capstone	0	3	0	1
<b>Total</b>					<b>38</b>

<i>General Education Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
<b>Total</b>					<b>9</b>

<b>Total Credits for Diploma</b>					<b>47</b>
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Students making satisfactory progress should complete this program in three semesters. Additional time may be needed to complete general education requirements.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

This Radiation Therapy Technology diploma program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

### JRCERT

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: 312-704-5300

Email: [mail@jrcert.org](mailto:mail@jrcert.org)

The medical advisor for this program is Ron Allison, MD

## Radiography (A45700)

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

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

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies and industry.

### Course and Hour Requirements

<i>Major Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
RAD 110	Rad Intro & Patient Care	2	3	0	3
RAD 111	RAD Procedures I	3	3	0	4
RAD 112	RAD Procedures II	3	3	0	4
RAD 113	RAD Lab Elective	0	3	0	1
RAD 121	Image Production I	2	3	0	3
RAD 122	Image Production II	1	3	0	2
RAD 141	Radiation Safety	2	0	0	2
RAD 151	RAD Clinical Ed I	0	0	6	2
RAD 161	RAD Clinical Ed II	0	0	15	5
RAD 171	RAD Clinical Ed III	0	0	9	3
RAD 181	RAD Clinical Elective	0	0	3	1
RAD 211	RAD Procedures III	2	3	0	3
RAD 231	Image Production III	1	3	0	2
RAD 251	RAD Clinical Ed IV	0	0	21	7
RAD 261	RAD Clinical Ed V	0	0	21	7
RAD 271	Radiography Capstone	2	3	0	3
<b>Total</b>					<b>52</b>

<i>General Education Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts*					3
Natural Sciences*					5
<b>Total</b>					<b>20</b>

<i>Other Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>

<b>Total Credits for AAS Degree</b>					<b>73</b>
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#### *\*Recommended Elective & General Education Options:*

##### Humanities/Fine Arts:

HUM 115 or PHI 240

##### Natural Sciences:

BIO 163 or BIO 168 and BIO 169

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

This program has special admission requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

This Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

#### JRCERT

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: 312-704-5300

Email: [mail@jrcert.org](mailto:mail@jrcert.org)

The medical advisor for this program is Rosemary Tulloh, MD

## Respiratory Therapy (A45720)

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists through demonstrated competence in the cognitive, psychomotor, and affective learning domains of respiratory care practice. Graduates perform diagnostic and therapeutic procedures with exposure to current and emerging practice settings.

The curriculum prepares graduates to operate within inter-professional teams and effectively communicate with clients/patients of various ages, ethnicities, and cultures. Application of problem-solving strategies, applying ethical decision making, and understanding professional responsibilities are emphasized.

Graduates are eligible to complete the credentialing process through the National Board for Respiratory Care, which will qualify them for a license to practice in a variety of healthcare settings with responsibilities for assessment, treatment, management and education of patients with cardiopulmonary diseases.

### Natural Sciences:

BIO 163 or BIO 168 and BIO 169

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

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the requirements (click on Health Sciences > Admissions).

This Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

### CoARC

264 Precision Blvd

Telford, TN 37690

Phone: 817-283-2835

Fax: 817-354-8519

Email: tom@coarc.com

The medical director for this program is Douglas Schiller, MD

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Major Courses</b>					
RCP 110	Intro to Respiratory Care	3	3	0	4
RCP 111	Therapeutics/Diagnostics	4	3	0	5
RCP 112	Patient Management	3	3	0	4
RCP 113	RCP Pharmacology	2	0	0	2
RCP 114	C-P Anatomy & Physiology	3	0	0	3
RCP 123	Special Practice Lab	0	3	0	1
RCP 132	RCP Clinical Practice I	0	0	6	2
RCP 143	RCP Clinical Practice II	0	0	9	3
RCP 153	RCP Clinical Practice III	0	0	9	3
RCP 210	Critical Care Concepts	3	3	0	4
RCP 211	Adv Monitoring/Procedures	3	3	0	4
RCP 214	Neonatal/Peds RC	1	3	0	2
RCP 215	Career Preparation	0	3	0	1
RCP 222	Special Practice Lab	0	2	0	1
RCP 223	Special Practice Lab	0	3	0	1
RCP 235	RCP Clinical Practice IV	0	0	15	5
RCP 246	RCP Clinical Practice V	0	0	18	6
<b>Total</b>					<b>51</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts*					3
Natural Sciences*					5
<b>Total</b>					<b>20</b>
<b>Other Required Courses</b>					
ACA 111	College Student Success	1	0	0	1
<b>Total</b>					<b>1</b>
<b>Total Credits for AAS Degree</b>					<b>72</b>

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

Humanities/Fine Arts:

HUM 115 or PHI 240

## Simulation and Game Development (A25450)

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

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

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

### Course and Hour Requirements

<i>Major Courses</i>	<i>Class</i>	<i>Lab</i>	<i>Clinic/ WkExp</i>	<i>Credit Hours</i>
CTS 240 Project Management	2	2	0	3
CTS 288 Professional Practices in IT	2	2	0	3
SGD 111 Introduction to SGD	2	3	0	3
SGD 112 SGD Design	2	3	0	3
SGD 113 SGD Programming	2	3	0	3
SGD 114 3D Modeling	2	3	0	3
SGD 116 Graphic Design Tools	2	2	0	3
SGD 134 SG Quality Assurance	2	2	0	3
SGD 162 SG 3D Animation	2	3	0	3
SGD 172 Virtual SG Environments	2	3	0	3
SGD 174 SG Level Design	2	3	0	3
SGD 212 SGD Design II	2	3	0	3
SGD 213 SGD Programming II	2	3	0	3
SGD 214 3D Modeling II	2	3	0	3
SGD 274 SG Level Design II	2	3	0	3
SGD 289 SGD Project	2	3	0	3
Electives I*				3
Elective II*				2
<b>Total</b>				<b>53</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
COM 231 Public Speaking	3	0	0	3
Humanities/Fine Arts*				3
Math*				3
Social/Behavioral Sciences*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
ACA 111 College Student Success	1	0	0	1
<b>Total</b>				<b>1</b>
<b>Total Credits for AAS Degree</b>				<b>69</b>

*\*Recommended Elective & General Education Options:*

Electives I:

SGD 244 or SGD 285

Electives II (Select one from each group):

Group 1: CSC 118 or WBL 111

Group 2: CSC 218 or WBL 121

Humanities/Fine Arts:

ART 111, ART 171, ENG 125, HUM 130, MUS 110, or PHI 240

Social/Behavioral Sciences:

ECO 251, ECO 252, POL 120, PSY 150, or SOC 210

Math:

MAT 121, MAT 143, or MAT 171

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

*This program offers the following certificate options:*

### Art Certificate (C2545001)

<i>Program Courses</i>	<i>Class</i>	<i>Lab</i>	<i>Clinic/ WkExp</i>	<i>Credit Hours</i>
SGD 114 3D Modeling	2	3	0	3
SGD 116 Graphic Design Tools	2	2	0	3
SGD 162 SG 3D Animation	2	3	0	3
SGD 214 3D Modeling II	2	3	0	3
SGD 244 3D Modeling III	2	3	0	3
<b>Total Credits for Certificate</b>				<b>15</b>

### Programming Certificate (C2545002)

<i>Program Courses</i>	<i>Class</i>	<i>Lab</i>	<i>Clinic/ WkExp</i>	<i>Credit Hours</i>
CSC 118 Swift Programming I	2	3	0	3
CSC 218 Swift Programming II	2	3	0	3
SGD 113 SGD Programming	2	3	0	3
SGD 213 SGD Programming II	2	3	0	3
SGD 285 SG Software Engineering	2	3	0	3
<b>Total Credits for Certificate</b>				<b>15</b>

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

### Simulation and Game Development (C25450H1)

<i>Required Courses</i>	<i>Class</i>	<i>Lab</i>	<i>Clinic/ WkExp</i>	<i>Credit Hours</i>
SGD 111 Introduction to SGD	2	3	0	3
SGD 112 SGD Design	2	3	0	3
SGD 113 SGD programming	2	3	0	3
SGD 114 3D Modeling	2	3	0	3
SGD 116 Graphic Design Tools	2	2	0	3
<b>Total Credits for Pathway</b>				<b>15</b>

### Simulation and Game Development (SGD Art) (C25450H2)

<i>Required Courses</i>	<i>Class</i>	<i>Lab</i>	<i>Clinic/ WkExp</i>	<i>Credit Hours</i>
SGD 114 3D Modeling	2	3	0	3
SGD 116 Graphic Design Tools	2	2	0	3
SGD 162 SG 3D Animation	2	3	0	3
SGD 214 3D Modeling II	2	3	0	3
SGD 244 3D Modeling III	2	3	0	3
<b>Total Credits for Pathway</b>				<b>15</b>

### Simulation and Game Development (SGD Programming) (C25450H3)

<i>Required Courses</i>	<i>Class</i>	<i>Lab</i>	<i>Clinic/ WkExp</i>	<i>Credit Hours</i>
CSC 118 Swift Programming I	2	3	0	3
CSC 218 Swift Programming II	2	3	0	3
SGD 113 SGD Programming	2	3	0	3
SGD 213 SGD Programming II	2	3	0	3
SGD 285 SG Software Engineering	2	3	0	3
<b>Total Credits for Pathway</b>				<b>15</b>

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



## Welding Technology (A50420)

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

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

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

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
BPR 121 Blueprint Reading-Mech	1	2	0	2
WLD 110 Cutting Processes	1	3	0	2
WLD 115 SMAW (Stick) Plate	2	9	0	5
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131 GTAW (TIG) Plate	2	6	0	4
WLD 141 Symbols & Specifications	2	2	0	3
WLD 151 Fabrication I	2	6	0	4
Electives*				20
MEC Elective*				2
Safety Elective*				2
<b>Total</b>				<b>50</b>

#### General Education Courses

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

#### Other Required Courses

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

**Total Credits for AAS Degree 66**

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

##### MEC Electives:

MEC 142, MEC 172, or MEC 180

##### Other Major Electives:

WBL 111, WBL 112, WBL 122, WLD 116, WLD 122, WLD 132, WLD 215, WLD 221, WLD 231, WLD 262, WLD 265

##### Safety Elective:

ISC 112 or ISC 121

##### Communication:

COM 120, COM 231, or ENG 112

##### Humanities/Fine Arts:

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

##### Math:

MAT 110 or MAT 121

##### Social/Behavioral Sciences:

ECO 251, HIS 131, HIS 132, PSY 150, SOC 210, or SOC 213

#### Other Requirements:

ACA 111 or ACA 122

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

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

### Basic Welding Diploma (D5042001)

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111 Print Reading	1	2	0	2
BPR 121 Blueprint Reading-Mech	1	2	0	2
WLD 110 Cutting Processes	1	3	0	2
WLD 115 SMAW (Stick) Plate	2	9	0	5
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131 GTAW (TIG) Plate	2	6	0	4
WLD 141 Symbols & Specifications	2	2	0	3
Electives**				7
Welding Electives**				4
<b>Total</b>				<b>33</b>

#### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	3
<b>Total</b>				<b>6</b>

#### Other Required Courses

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

**Total Credits for Diploma 40**

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

##### Electives:

WBL 111, WBL 112, WBL 122, WLD 116, WLD 122

##### Welding Electives:

WLD 151, WLD 212, WLD 221

##### Other Requirements:

ACA 111 or ACA 122

### Basic Welding Certificate (C5042001)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
WLD 110 Cutting Processes	1	3	0	2
WLD 115 SMAW (Stick) Plate	2	9	0	5
WLD 116 SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	4
<b>Total Credits for Certificate</b>				<b>15</b>

### Bio-Welding and Repair Certificate (C5042007)

<i>Program Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
WLD 131 GTAW (TIG) Plate	2	6	0	4
WLD 132 GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 212 Inert Gas Welding	1	3	0	2
WLD 231 GTAW (TIG) Pipe	1	6	0	3
<b>Total Credits for Certificate</b>				<b>12</b>

**GMAW (MIG) Certificate (C5042003)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 221	GMAW (MIG) Pipe	1	6	0	3
WLD 262	Inspection & Testing	2	2	0	3
<b>Total Credits for Certificate</b>					<b>13</b>

**GTAW (TIG) Certificate (C5042004)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 231	GTAW (TIG) Pipe	1	6	0	3
WLD 262	Inspection & Testing	2	2	0	3
<b>Total Credits for Certificate</b>					<b>13</b>

**Intermediate Welding Certificate (C5042008)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
<b>Total Credits for Certificate</b>					<b>16</b>

**SMAW (Stick) Certificate (C5042002)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 215	SMAW (Stick) Pipe	1	9	0	4
<b>Total Credits for Certificate</b>					<b>13</b>

**Welding BPR/Testing Certificate (C5042006)**

<i>Program Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
BPR 111	Print Reading	1	2	0	2
BPR 121	Blueprint Reading-Mech	1	2	0	2
WLD 141	Symbols & Specifications	2	2	0	3
WLD 262	Inspection & Testing	2	2	0	3
Safety Elective***					2
<b>Total Credits for Certificate</b>					<b>12</b>

\*\*\**Recommended Elective Options for Certificate:*

Safety Elective:  
ISC 112 or ISC 121

Contact the program coordinator or department chair for specific requirements.

*Career and College Promise offers the following pathways:*

**Welding Technology Pathway (C50420H1)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
<b>Total Credits for Pathway</b>					<b>18</b>

**Welding Technology Pathway – Level I (C50420H2)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
WLD 115	Cutting Processes	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

**Welding Technology Pathway – Level II (C50420H3)**

<i>Required Courses</i>		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
<b>Total Credits for Pathway</b>					<b>16</b>

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

## Associate's Degree Programs

The Associate in Arts (AA), Associate in Engineering (AE), and Associate in Science (AS) degree programs are designed for the student who aspires to transfer to a four-year college or university. The completion of the AA, AE, or AS degree fulfills the lower division general education requirements for the freshman and sophomore years of college and allows the student to transfer with junior status to the receiving four-year institution. Students who follow a UNC Baccalaureate Degree Plan which identifies a clear pathway into a major, will continue into that major once at the UNC school.

The AA, AE, and AS follow the curriculum standards instituted by the state of North Carolina through the Comprehensive Articulation Agreement (CAA). The CAA was developed by the North Carolina Community College System and the University of North Carolina System in order to create a seamless transfer program within the North Carolina higher educational system. Courses in the programs of study are all approved transfer courses and will transfer between all the UNC state Universities and many NC private/independent colleges.

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

*NOTE: Some majors may require additional courses beyond the general education and pre-major pathway courses. Competitive majors may have additional courses and requirements students must still meet. Student must meet the receiving institutions foreign language and/or health and physical education requirements.*

## Academic Advising

Advising is one of the most critical components for student success at Pitt Community College. In order to ensure students follow their intended degree curriculum in an appropriate manner, regular contact with their academic advisor is crucial. Advisors must review students' educational plans and approve their courses before they register. Students learn how to create their Student Educational Plan (SEP) in **ACA 122** College Transfer Success course taken within the first 12 credit hours at PCC.

## Program Listing

<b>A10100</b> P1012C	<b>Associate in Arts</b> College Transfer Pathway
<b>A10500</b> P1052C	<b>Associate in Engineering</b> College Transfer Pathway
<b>A10400</b> P1042C	<b>Associate in Science</b> College Transfer Pathway

## UNC Schools

Appalachian State University  
 East Carolina University  
 Elizabeth City State University  
 Fayetteville State University  
 North Carolina A&T State University  
 North Carolina Central University  
 North Carolina State University  
 UNC Asheville  
 UNC Chapel Hill  
 UNC Charlotte  
 UNC Greensboro  
 UNC Pembroke  
 UNC Wilmington  
 UNC School of the Arts  
 Western Carolina University  
 Winston-Salem State University

## Associate in Arts (A10100)

### Course and Hour Requirements

<i>General Education Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
Humanities/Fine Arts/Com*				9
Math*				3
Natural Sciences*				4
Social/Behavioral Sciences*				9
Local GenEd*				14
<b>Total</b>				<b>45</b>

#### *Other Required Courses*

ACA 122 College Transfer Success	0	2	0	1
CAA Plan*				14
<b>Total</b>				<b>15</b>

**Total Credits for AA Degree 60**

#### *\*Recommended Courses:*

##### Humanities/Fine Arts/Com (Minimum Two Subjects):

ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240

##### Social/Behavioral Sciences (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

##### Math:

MAT 143, MAT 152, or MAT 171

##### Natural Sciences (Includes any associated labs):

AST 111 and AST 111A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A

##### Local GenEd:

ASL 111, ASL 112, BIO 112, BIO 140 and BIO 140A, CHM 131 and CHM 131A, CIS 110, COM 110, COM 140, ENG 261, ENG 262, FRE 111, FRE 112, GEL 113, GEL 230, HUM 115, HUM 120, HUM 130, MAT 172, MAT 263, MAT 271, MAT 272, MUS 113, MUS 210, PSY 241, PSY 281, REL 110, SOC 213, SOC 220, SPA 111, SPA 112

##### CAA Plan:

ACC 120, ACC 121, ART 131, ART 132, ART 135, ART 245, ART 246, ART 247, ART 248, ART 260, ART 261, ART 262, ART 264, ART 265, ART 281, ART 282, ASL 181, ASL 182, ASL 211, ASL 281, BIO 155, BIO 163, BIO 168, BIO 169, BIO 271, BIO 275, BUS 110, BUS 115, BUS 137, CHM 132, CHM 263, CJC 111, CJC 121, CJC 141, CSC 120, CSC 134, CSC 151, DRA 130, DRA 131, DRA 135, DRA 136, EDU 131, EDU 131A, EDU 144, EDU 145, EDU 216, EDU 221, ENG 125, ENG 273, FRE 211, FRE 212, HEA 110, HUM 110, HUM 140, HUM 180, MUS 111, MUS 121, MUS 122, MUS 125, MUS 126, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 231, MUS 232, MUS 233, MUS 234, MUS 237, MUS 238, PED 110, PED 117, PED 118, PED 150, PED 151, PHS 130, REL 211, REL 212, SPA 181, SPA 182, SPA 211, SPA 212

*Career and College Promise offers the following transfer pathway:*

### College Transfer Pathway (P1012C)

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 122 College Transfer Success	0	2	0	1
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
Humanities/Fine Arts/Com**				9
Math**				3
Natural Sciences**				4
Social/Behavioral Sciences**				9
<b>Total Credits for Pathway</b>				<b>32</b>

#### *\*\*Required General Education Options for Pathway:*

##### Humanities/Fine Arts/Com (Minimum Two Subjects):

ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

##### Math:

MAT 143, MAT 152, or MAT 171

##### Natural Sciences (Includes any associated labs):

AST 111 and AST 111A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A

##### Social/Behavioral Sciences (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

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

## Associate in Engineering (A10500)

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional/duplicative courses. Admission to Engineering programs is highly competitive and not guaranteed.

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale

### Course and Hour Requirements

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>General Education Courses</b>					
CHM 151	General Chemistry I	3	3	0	4
ECO 251	Prin of Microeconomics	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4
MAT 273	Calculus III	3	2	0	4
PHY 251	General Physics I	3	3	0	4
PHY 252	General Physics II	3	3	0	4
Humanities/Fine Arts*					6
Social/Behavioral Science*					3
Other Required GenEd*					3
<b>Total</b>					<b>45</b>

### Other Required Courses

ACA 122	College Transfer Success	0	2	0	1
EGR 150	Intro to Engineering	1	2	0	2
Required Electives*					12
<b>Total</b>					<b>15</b>

**Total Credits for AE Degree 60**

### \*Recommended Courses:

Humanities/Fine Arts (Take Two Courses - one from each group):

Group 1: ENG 231, ENG 232, ENG 241, ENG 242, PHI 240

Group 2: ART 111, ART 114, ART 115, COM 231, MUS 110, MUS 112

Social/Behavioral Science:

HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

Other Required Electives:

BIO 111, CHM 152, GEL 111

Required Electives:

CSC 134, CSC 151, DFT 170, EGR 214, EGR 220, MAT 280, MAT 285

*Career and College Promise offers the following pathway:*

### College Transfer Pathway (P1052C)

		Class	Lab	Clinic/ WkExp	Credit Hours
<b>Required Courses</b>					
ACA 122	College Transfer Success	0	2	0	1
DFT 170	Engineering Graphics	2	2	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
EGR 150	Intro to Engineering	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4
Humanities/Fine Arts**					3
Natural Sciences**					8
<b>Total Credits for Pathway</b>					<b>34</b>

**\*\*Required General Education Options for Pathway:**

Humanities/Fine Arts:

ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

Natural Sciences:

CHM 151, PHY 251, PHY 252

Students who do not place directly into MAT 271 must complete MAT 171 and MAT 172 prior to enrolling in MAT 271.

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

## Associate in Science (A10400)

### Course and Hour Requirements

<i>General Education Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/</u> <u>WkExp</u>	<u>Credit</u> <u>Hour</u>
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
Communications/Hum/FA*				6
Social/Behavioral Sciences*				6
Math*				8
Natural Sciences*				8
Local GenEds*				11
<b>Total</b>				<b>45</b>

### Other Required Courses

ACA 122 College Transfer Success	0	2	0	1
CAA Plan*				14
<b>Total</b>				<b>15</b>

**Total Credits for AS Degree 60**

### \*Recommended Courses:

#### Communications/Hum/FA (Minimum Two Subjects):

ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240

#### Social/Behavioral Sciences (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

#### Math:

MAT 171, MAT 172, MAT 271, MAT 272

#### Natural Sciences (Take One Group):

Group 1: BIO 111 and BIO 112  
Group 2: CHM 151 and CHM 152  
Group 3: PHY 151 and PHY 152  
Group 4: GEL 111, PHY 110, and PHY 110A  
Group 5: PHY 251 and PHY 252

#### Local GenEds:

ASL 111, ASL 112, BIO 110, CIS 110, COM 110, COM 140, ENG 261, ENG 262, FRE 111, FRE 112, GEL 113, GEL 230, HUM 115, HUM 120, HUM 130, MAT 152, MAT 263, MAT 273, MUS 113, MUS 210, PSY 241, PSY 281, REL 110, SOC 213, SOC 220, SPA 111, SPA 112

#### CAA Degree Plan:

ACC 120, ACC 121, ART 131, ART 132, ART 135, ART 245, ART 246, ART 247, ART 248, ART 260, ART 261, ART 262, ART 264, ART 265, ART 281, ART 282, ASL 181, ASL 182, ASL 211, ASL 281, BIO 155, BIO 163, BIO 168, BIO 169, BIO 271, BIO 275, BUS 110, BUS 115, BUS 137, CHM 132, CHM 251, CHM 252, CHM 263, CJC 111, CJC 121, CJC 141, CSC 120, CSC 134, CSC 151, DFT 170, DRA 130, DRA 131, DRA 135, DRA 136, EGR 150, EGR 214, ENG 125, ENG 273, FRE 211, FRE 212, HEA 110, HUM 110, HUM 140, HUM 180, MAT 280, MAT 285, MUS 111, MUS 121, MUS 122, MUS 125, MUS 126, MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 151, MUS 152, MUS 161, MUS 162, MUS 231, MUS 232, MUS 233, MUS 234, MUS 237, MUS 238, PED 110, PED 117, PED 118, PED 150, PED 151, PHS 130, REL 211, REL 212, SPA 181, SPA 182, SPA 211, SPA 212

*Career and College Promise offers the following pathway:*

### College Transfer Pathway (P1042C)

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/</u> <u>WkExp</u>	<u>Credit</u> <u>Hours</u>
ACA 122 College Transfer Success	0	2	0	1
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
Humanities/Fine Arts/Com**				6
Math**				8
Natural Sciences**				8
Social/Behavioral Sciences**				6
<b>Total Credits for Pathway</b>				<b>35</b>

### \*\*Required General Education Options for Pathway:

#### Humanities/Fine Arts/Com (Minimum Two Subjects):

ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

#### Social/Behavioral Sciences (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

#### Math:

MAT 171, MAT 172, MAT 263, MAT 271, MAT 272

#### Natural Sciences (Take One Group):

Group 1: BIO 111 and BIO 112  
Group 2: CHM 151 and CHM 152  
Group 3: PHY 151 and PHY 152  
Group 4: GEL 111, PHY 110, and PHY 110A  
Group 5: PHY 251 and PHY 252

Only students who place out of the lower level math courses will be provided with the PHY 251/PHY 252, MAT 272 option.

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

## Associate in Fine Arts

College transfer programs include the Associate in Fine Arts (AFA) discipline specific degrees. These programs are designed to prepare students for transfer at the junior level to institutions offering baccalaureate degrees.

Associate of Fine Arts students must meet the general education requirements of the receiving institution.

### Associate in Fine Arts in Music (A10700)

The Associate in Fine Arts in Music degree shall be granted for a planned program of study consisting of a minimum of **60-61 semester hours** of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

#### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hour</u>
MUS 121 Music Theory I	3	0	0	3
MUS 122 Music Theory II	3	0	0	3
MUS 125 Aural Skills I	0	2	0	1
MUS 126 Aural Skills II	0	2	0	1
MUS 151 Class Music I	0	2	0	1
MUS 152 Class Music II	0	2	0	1
MUS 161 Applied Music I	1	2	0	2
MUS 162 Applied Music II	1	2	0	2
Ensemble*				2
<b>Total</b>				<b>16</b>

#### General Education Courses

ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
Com/Humanities/Fine Arts*				3
Math*				3
Natural Sciences*				4
Social/Behavioral Sciences*				6
Local GenEd*				3
<b>Total</b>				<b>25</b>

#### Other Required Course

ACA 122 College Transfer Success	0	2	0	1
CAA Plan*				18
<b>Total</b>				<b>19</b>

<b>Total Credits for AFA Degree</b>	<b>60</b>
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#### \*Recommended Elective & General Education Options:

##### Ensemble:

MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142, MUS 231, MUS 232, MUS 233, MUS 234, MUS 237, MUS 238, MUS 241, MUS 242

##### Com/Humanities/Fine Arts:

ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

##### Math:

MAT 143 or MAT 171

#### Natural Sciences (Includes any associated labs):

AST 111 and AST 111A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A

#### Social/Behavioral Science (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

#### Local GenEd:

ASL 111, ASL 112, ASL 211, FRE 111, FRE 112, FRE 211 FRE 212, SPA 111, SPA 112, SPA 211, SPA 212

#### CAA Plan (Includes any associated labs):

BIO 140 and BIO 140A, CHM 131 and CHM 131A, CIS 110, DRA 111, DRA 130, DRA 131, DRA 135, DRA 136, DRA 230, DRA 231, GEL 113, GEL 230, MAT 152, MUS 111, MUS 113, MUS 210, MUS 211, MUS 217, MUS 221, MUS 222, MUS 225, MUS 226, MUS 251, MUS 252, MUS 261, MUS 262, MUS 271, MUS 272, REL 110

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.

*Career and College Promise offers the following pathway:*

#### College Transfer Pathway (P1072C)

<i>Required Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
ACA 122 College Transfer Success	0	2	0	1
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
MUS 111 Fundamentals of Music	3	0	0	3
MUS 151 Class Music I	0	2	0	1
Ensemble**				2
Humanities/Fine Arts/Co**				6
Math**				3
Natural Sciences**				4
Social/Behavioral Sciences**				6
<b>Total Credits for Pathway</b>				<b>32</b>

#### \*\*Required General Education Options for Pathway:

##### Ensemble:

MUS 131, MUS 132, MUS 133, MUS 134, MUS 137, MUS 138, MUS 141, MUS 142

##### Humanities/Fine Arts/Co (Minimum Two Subjects):

ART 111, ART 114, ART 115, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

##### Natural Sciences (Includes any associated labs):

AST 111 and AST 111A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A

##### Math:

MAT 143, MAT 152, MAT 171, MAT 271

##### Social/Behavioral Sciences (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

Students who do not place directly into MAT 271 must complete MAT 171 and MAT 172 prior to enrolling in MAT 271.

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

## Associate in Fine Arts in Visual Arts (A10600)

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

### Course and Hour Requirements

		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hour</u>
<b>Major Courses</b>					
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 121	Two-Dimensional Design	0	6	0	3
ART 122	Three-Dimensional Design	0	6	0	3
ART 131	Drawing I	0	6	0	3
ART 215	Art History Survey II	3	0	0	3
Major Electives*					16
<b>Total</b>					<b>34</b>
<b>General Education Courses</b>					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
Communications/Hum/FA*					6
Math*					3
Natural Sciences*					4
Social/Behavioral Sciences*					6
<b>Total</b>					<b>25</b>
<b>Other Required Courses</b>					
ACA 122	College Transfer Success	0	2	0	1
<b>Total</b>					<b>1</b>
<b>Total Credits for AFA Degree</b>					<b>60</b>

#### **\*Recommended Courses:**

#### Major Electives:

ART 113, ART 116, ART 117, ART 132, ART 135, ART 171, ART 212, ART 213, ART 218, ART 219, ART 222, ART 231, ART 240, ART 241, ART 244, ART 245, ART 246, ART 247, ART 248, ART 250, ART 260, ART 261, ART 262, ART 264, ART 265, ART 271, ART 275, ART 281, ART 282, ART 283, ART 284, ART 288, HEA 110, MUS 131, MUS 133, MUS 137, MUS 141, MUS 151, PED 110, PED 117, PED 118

#### Communication/Hum/FA (Minimum Two Subjects):

ART 111, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

#### Math:

MAT 143, MAT 152, MAT 171

#### Natural Sciences (Includes any associated labs):

AST 111 and AST 111A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A

#### Social/Behavioral Sciences (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

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.

*Career and College Promise offers the following pathway:*

### **College Transfer Pathway (P1062C)**

		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
<b>Required Courses</b>					
ACA 122	College Transfer Success	0	2	0	1
ART 121	Two-Dimensional Design	0	6	0	3
ART 131	Drawing I	0	6	0	3
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
Humanities/Fine Arts/Co**					6
Math**					3
Natural Sciences**					4
Social/Behavioral Sciences**					6
<b>Total Credits for Pathway</b>					<b>32</b>

#### **\*\*Required General Education Options for Pathway:**

#### Humanities/Fine Arts/Co (Minimum Two Subjects):

ART 111, COM 120, COM 231, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 240

#### Natural Sciences (Includes any associated labs):

AST 111 and AST 111A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A

#### Math:

MAT 143, MAT 152, MAT 171, MAT 271

#### Social/Behavioral Sciences (Minimum Two Subjects):

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

Students who do not place directly into MAT 271 must complete MAT 171 and MAT 172 prior to enrolling in MAT 271.

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



## Associate in General Education

The Associate in General Education (AGE) program is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth, and development. The two-year AGE program provides students opportunities to study English, literature, fine arts, philosophy, social science, science and mathematics at the college level. All courses in the program are college level courses. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

### AGE - Pre Health Sciences

Health sciences programs have special admissions requirements. Until these requirements are met, students are enrolled at the college as an **Associate in General Education (AGE) major**. Once accepted into a health sciences program, the major will be changed by health sciences staff. Accepted students are not required to submit a request for the change of major. Students will not be allowed to register for health sciences prefix courses until the major has been changed.

## Associate in General Education (A10300)

### Course and Hour Requirements

<i>Major Courses</i>	<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hour</u>
Major Electives*				48
<b>Total</b>				<b>48</b>
<i>General Education Courses</i>				
ENG 111 Writing and Inquiry	3	0	0	3
Communication*				3
Humanities/Fine Arts*				3
Natural Sciences/Math*				3
Social/Behavioral Science*				3
<b>Total</b>				<b>15</b>
<i>Other Required Courses</i>				
Other Requirement*				1
<b>Total</b>				<b>1</b>
<b>Total Credits for AGE Degree</b>				<b>64</b>

### \*Recommended Courses:

#### Major Electives (Includes any associated labs):

ACC 120, ACC 121, ART 111, ART 114, ART 115, ART 121, ART 122, ART 131, ART 132, ART 135, ART 171, ART 245, ART 247, ART 264, ART 265, ART 271, ART 275, ART 281, ASL 111, ASL 112, ASL 181, ASL 182, ASL 211, ASL 281, AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140 and BIO 140A, BIO 155, BIO 161, BIO 163, BIO 168, BIO 169, BIO 275, BUS 110, BUS 115, BUS 137, BUS 151, CHM 130 and CHM 130A, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, CIS 110, CIS 111, CJC 111, CJC 121, CJC 141, COM 110, COM 120, COM 140, COM 231, CSC 120, CSC 134, CSC 151, DBA 110, DRA 111, DRA 130, DRA 131, DRA 135, DRA 136, ECO 251, ECO 252, EDU 216, ENG 112, ENG 125, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, ENG 273, FRE 111, FRE 112, FRE 211, FRE 212, GEL 111, GEL 113, GEL 230, HEA 110, HIS 111, HIS 112, HIS 131, HIS 132, HSC 110, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, MAT 110, MAT 121, MAT 143, MAT 152, MAT 171, MAT 263, MAT 271, MAT 272, MAT 273, MED 118, MED 120, MED 121, MED 122, MED 180, MED 232, MUS 110, MUS 111, MUS 112, MUS 113, MUS 133, MUS 134, MUS 141, MUS 142, MUS 210, OST 131, OST 136, OST 137, OST 148, OST 149, OST 164, OST 184, OST 281, OST 286, PED 110, PED 117, PED 118, PHI 240, PHS 130, PHY 110 and PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252, POL 120, PSY 150, PSY 241, PSY 281, REL 110, REL 211, REL 212, SOC 210, SOC 213, SOC 220, SPA 111, SPA 112, SPA 120, SPA 181, SPA 182, SPA 211, SPA 212

#### Communication:

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

#### Humanities/Fine Arts:

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 140, MUS 110, MUS 112, MUS 113, MUS 210, PHI 240, REL 110, REL 211, REL 212

#### Natural Sciences/Math (including any associated labs):

AST 111 and AST 111A, BIO 110, BIO 111, BIO 112, BIO 140 and BIO 140A, BIO 163, BIO 168, BIO 169, BIO 275, CHM 131 and CHM 131A, CHM 132, CHM 151, CHM 152, CHM 251, CHM 252, GEL 111, GEL 113, GEL 230, MAT 110, MAT 121, MAT 143, MAT 152, MAT 171, MAT 263, MAT 271, MAT 272, MAT 273, PHY 110 and PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252

#### Social/Behavioral Science:

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220

#### Other Requirement:

ACA 111 or ACA 122

## Reinforced Instruction for Student Excellence (RISE)

The objective of RISE is to increase gatekeeper momentum. Over the last several years developmental education has been reformed from semester-long courses to one-credit math modules and 8-week integrated reading and writing courses, a new placement test has been created, and the primary form of placement has been unweighted high school GPA of 2.6. Goals of RISE include properly placing students into gateway level courses with or without mandated corequisite supports, elimination of a placement test (except for students more than 10 years out of high school and other rare cases), and raising the GPA criteria from 2.6 to 2.8.

Students entering a NC Community College will be placed by unweighted high school GPA into one of three categories. Students with a GPA 2.8+ may register for any class without mandatory additional supports. Students with a GPA 2.2-2.799 may enroll in a gateway math or English course with a mandatory corequisite. Students with a GPA < 2.2 must enroll in a one semester transition math and/or English course. At Pitt Community College, students with a GPA < 1.5 must enroll in a Basic Skills transition English and/or math course through our Transitional Studies program.

As a result of evaluation, students may be required to take appropriate courses from the following list.

### Course and Hour Requirements

		<u>Class</u>	<u>Lab</u>	<u>Clinic/ WkExp</u>	<u>Credit Hours</u>
<i>Developmental/ Transitional/ and Supplemental Courses</i>					
<b>Biology</b>					
BIO 094	Concepts of Human Biology	3	2	0	4
<b>English</b>					
ENG 002	Transition English	0	6	0	3
ENG 011	Writing and Inquiry Support	1	2	0	2
BSP 4002	Transition English 144-173 (recommended hours)				
<b>Mathematics</b>					
MAT 003	Transition Math	0	6	0	3
MAT 010	Math Measurement & Literacy Su	0	2	0	1
MAT 021	Algebra/Trigonometry I Support	1	2	0	2
MAT 043	Quantitative Literacy Support	1	2	0	2
MAT 052	Statistical Methods I Support	1	2	0	2
MAT 071	Precalculus Algebra Support	0	4	0	2
BSP 4003	Transition Math 144-173 (recommended hours)				
<b>Other Requirements</b>					
ACA 090	Study Skills	3	0	0	3

**NOTE:** Developmental, transitional, and supplemental courses do not meet elective or graduation requirements.

A minimum required passing grade in all developmental, transitional, and supplemental courses is requisite to advance to the next level.

Students requiring the transition courses must also take ACA 090 Study Skills.

### Basic Skills Courses

**BSP 4002** Transition English 144-173 hours

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.

**BSP 4003** Transition Math 144-173 hours

This course provides an opportunity to customize foundational math content in specific math 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 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.

## COURSE PREFIX IDENTIFICATION

DEPT	IDENTIFICATION	PAGE	DEPT	IDENTIFICATION	PAGE
ACA	Academic Related.....	194	HSE	Human Services.....	240
ACC	Accounting.....	194	HUM	Humanities.....	241
AHR	Air Conditioning, Heating, and Refrigeration..	195	HYD	Hydraulics.....	242
AMC	Advanced Medical Coding.....	196	INT	International Business.....	242
ARC	Architecture.....	197	ISC	Industrial Science.....	242
ART	Art.....	199	LAR	Landscape Architecture.....	243
ASL	American Sign Language.....	203	LDD	Automotive Light-Duty Diesel.....	243
AST	Astronomy.....	204	LEX	Legal Education.....	244
ATR	Automation & Robotics.....	204	LSG	Landscape Gardening.....	245
AUT	Automotive.....	204	MAC	Machining.....	246
BAF	Banking and Finance.....	206	MAM	Mammography.....	247
BIO	Biology.....	206	MAT	Mathematics.....	247
BMT	Biomedical Equipment.....	208	MEC	Mechanical.....	249
BPM	Bioprocessing Manufacturing Technology.....	208	MED	Medical Assisting.....	250
BPR	Blueprint Reading.....	208	MKT	Marketing.....	252
BST	Breast Sonography.....	208	MNT	Maintenance.....	253
BTC	Biotechnology.....	209	MRI	Magnetic Resonance Imaging.....	253
BUS	Business.....	210	MUS	Music.....	254
CAB	Cabinetmaking.....	212	NAS	Nursing Assistant.....	258
CAR	Carpentry.....	212	NET	Networking Technology.....	258
CAT	Computed Tomography.....	212	NMT	Nuclear Medicine.....	259
CET	Computer Engineering Technology.....	213	NOS	Network Operating Systems.....	260
CHM	Chemistry.....	213	NUR	Nursing.....	261
CIS	Information Systems.....	214	OMT	Operations Management.....	262
CJC	Criminal Justice.....	214	OST	Office Systems Technology.....	262
CMT	Construction Management.....	217	OTA	Occupational Therapy Assistant.....	265
COM	Communication.....	217	PBT	Phlebotomy.....	267
CSC	Computer Science.....	217	PED	Physical Education.....	267
CST	Construction.....	218	PET	Positron Emission Tomography.....	268
CTI	Computer Technology Integration.....	219	PHI	Philosophy.....	269
CTS	Computer Information Technology.....	219	PHS	Physical Science.....	269
CVS	Cardiovascular Sonography.....	220	PHY	Physics.....	269
DBA	Database Management Technology.....	221	POL	Political Science.....	270
DFT	Drafting.....	221	PSG	Polysomnography.....	270
DOS	Medical Dosimetry.....	222	PSY	Psychology.....	271
DRA	Drama.....	223	PTC	Pharmaceutical Technology.....	272
ECO	Economics.....	224	RAD	Radiography.....	272
EDU	Education.....	224	RCP	Respiratory Care.....	273
EGR	Engineering.....	226	REL	Religion.....	275
ELC	Electricity.....	227	RTT	Radiation Therapy Technology.....	275
ELN	Electronics.....	229	SAB	Substance Abuse.....	277
EMS	Emergency Medical Science.....	229	SEC	Information Systems Security.....	277
ENG	English.....	231	SGD	Simulation & Game Development.....	278
ETR	Entrepreneurship.....	232	SOC	Sociology.....	279
FRE	French.....	233	SON	Medical Sonography.....	280
GEL	Geology.....	233	SPA	Spanish.....	281
GRD	Graphic Design.....	234	SST	Sustainability Technologies.....	282
GRO	Gerontology.....	235	SWK	Social Work.....	282
HEA	Health.....	236	TRF	Turfgrass Management.....	282
HIS	History.....	236	TRN	Transportation Technology.....	283
HIT	Health Information Technology.....	236	WBL	Work-Based Learning.....	283
HMT	Healthcare Management.....	238	WEB	Web Technologies.....	284
HOR	Horticulture.....	239	WLD	Welding.....	285
HSC	Health Sciences.....	240			

## COURSE DESCRIPTIONS

### Comprehensive Articulation Agreement

Many of the courses described in this section include references to the Comprehensive Articulation Agreement (CAA). The Comprehensive Articulation Agreement was developed by the North Carolina Community College System and the University of North Carolina System to address the transfer needs of students between systems.

All courses in this section with a statement about the CAA have been deemed transferable by the two systems. However, even for courses included in the CAA, most colleges and universities will accept for transfer only those courses with a grade of "C" or better.

In addition to the sixteen public universities of the University of North Carolina System, many of the private colleges and universities honor the conditions of the Comprehensive Articulation Agreement.

### Writing Intensive Courses

Some courses in the College Transfer program are designated as "Writing Intensive Courses." The following description of writing intensive courses are adapted from *Writing Across the Curriculum Program Handbook* published by East Carolina University:

Writing intensive courses emphasize academic writing, professional writing, writing-to-learn, and a combination of writing approaches or collaborative assignments from faculty in different disciplines. A writing intensive course treats writing both as a tool for learning and a skill to be learned. Although a number of models exist for teachers to choose from, a writing intensive class will include a variety of writing assignments from the following list to total approximately 30-50 pages of student writing:

- one long edited paper (12-15 pages) presented in draft and two preparation paper
- four or five shorter (4-5 pages) edited papers
- journal assignments (30-50 pages) of unedited reflective writing
- a series of informal writing-to-learn assignments

It is highly recommended that students successfully complete ENG 111 prior to enrollment in any Writing Intensive Courses.

### Courses Unique to a Concentration

When programs of study provide optional field-specific concentrations, they are generally intended for students majoring in the particular program of study. These courses will have an enrollment restriction listed as a local prerequisite.

To be eligible for financial aid, students must be enrolled in courses that are within their approved program(s) of study.

### Course Requisites

It is the responsibility of Pitt Community College to ensure that students have satisfied prerequisite and corequisite requirements by documenting that they have either completed the appropriate courses or have demonstrated that they have the appropriate knowledge and skills required for admission to a course.

Methods of fulfilling course requisites that the college will recognize other than completing the required requisites as stated on the current program of study include the following:

- Transfer of credits from other educational organizations based on careful comparison of the courses being transferred in.
- Successful completion of a test designed to assess student readiness for a particular course in lieu of requisites.
- Demonstration of student mastery of material that would be covered in the requisite courses in a manner set up to be standard for all students in a particular program.
- Work experience deemed by faculty expert to be equivalent to the requisite course work.

Pitt Community College is responsible for keeping records of all course requisite fulfillments by students.

### Section Numbering

TR	Traditional	100% face-to-face instruction
HY	Hybrid	51% or more online instruction
BL	Blended	50% or less online instruction
IN	Internet	100% online instruction
CR	Co-Requisite	Designates RISE linked gateway and supplemental courses
OC	Off Campus	Clinical or other off-campus sites
IS	Independent Study	Self-paced course
CP	Cooperative Education	Integration of traditional classroom learning with supervised work experience
LC	Learning Community	Linked or paired courses with students who share common academic goals and attitudes
LN	Learning Neighborhood	Courses offered with a specific theme to an academic division or program (major) with integrated assignments and contextualized content
CH	Early College	Only available to Early College students
HS	High School	Only available to high school students – taught at a high school

## ACADEMIC RELATED

**ACA 090** Student Success Strategies                      3        0        0        3  
Prerequisites: None  
Corequisites: None

This course is intended to provide students with skills and strategies to promote success in college, career, and life. Topics include the College's physical, academic, and social environment, promotes personal development, and cultivates learning strategies essential for student success. Upon completion, students should be able to manage their learning experiences to successfully meet educational and life goals. *At Pitt Community College this course is required of students who place into two developmental courses.*

**ACA 111** College Student Success                      1        0        0        1  
Prerequisites: None  
Corequisites: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. **(Not intended for College Transfer)**

**ACA 122** College Transfer Success                      0        2        0        1  
Prerequisites: None  
Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. (Intended for College Transfer)*

## ACCOUNTING

**ACC 111** Financial Accounting                      3        0        0        3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: DMA 010, DMA 020, and DMA 030 *or* MAT 003 with grade P1

This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 120** Prin of Financial Accounting                      3        2        0        4  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: DMA 010, DMA 020, and DMA 030 *or* MAT 003 with grade P1

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and

interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ACC 121** Prin of Managerial Accounting                      3        2        0        4  
Prerequisites: ACC 120  
Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ACC 129** Individual Income Taxes                      2        2        0        3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: DMA 010, DMA 020, and DMA 030 *or* MAT 003 with grade P1

This course introduces the relevant laws governing individual income taxation. Topics includes tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

**ACC 140** Payroll Accounting                      1        3        0        2  
Prerequisites: ACC 115 or ACC 120  
Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

**ACC 150** Accounting Software Appl                      1        3        0        2  
Prerequisites: ACC 115 or ACC 120  
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems.

**ACC 220** Intermediate Accounting I                      3        2        0        4  
Prerequisites: ACC 120  
Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analysis of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC 267** Fraud Examination 3 0 0 3  
 Prerequisites: ACC 120  
 Corequisites: None

This course is an introduction to the investigation techniques used to discover fraudulent activities. Emphasis is placed on the techniques for the detection, deterrence and prevention of the major types of occupational and management frauds. Upon completion, students should be able to examine relevant fraud cases and apply critical thinking and technology skills used in fraud examination.

**ACC 269** Auditing & Assurance Services 3 0 0 3  
 Prerequisites: ACC 220  
 Corequisites: None

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

### AIR CONDITIONING, HEATING, AND REFRIGERATION

**AHR 110** Intro to Refrigeration 2 6 0 5  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

**AHR 111** HVACR Electricity 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

**AHR 112** Heating Technology 2 4 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: AHR 111 or ELC 111  
 Additional Fees: \$15.00 Lab

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

**AHR 113** Comfort Cooling 2 4 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: AHR 110  
 Additional Fees: \$15.00 Lab

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

**AHR 114** Heat Pump Technology 2 4 0 4  
 Prerequisites: AHR 110 or AHR 113  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

**AHR 115** Refrigeration Systems 1 3 0 2  
 Prerequisites: AHR 110  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

**AHR 130** HVAC Controls 2 2 0 3  
 Prerequisites: AHR 111, ELC 111, or ELC 112  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

**AHR 133** HVAC Servicing 2 6 0 4  
 Prerequisites: None  
 Corequisites: AHR 112 or AHR 113  
 Local Prerequisites: AHR 110  
 Additional Fees: \$22.50 Lab

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

**AHR 140** All-Weather Systems 1 3 0 2  
 Prerequisites: AHR 112 or AHR 113  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

**AHR 151** HVAC Duct Systems I 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

**AHR 160** Refrigerant Certification 1 0 0 1  
 Prerequisites: None  
 Corequisites: None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low-pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

**AHR 180** HVACR Customer Relations 1 0 0 1  
 Prerequisites: None  
 Corequisites: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

**AHR 211** Residential System Design 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

**AHR 212** Advanced Comfort Systems 2 6 0 4  
 Prerequisites: AHR 114  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and

troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

**AHR 213** HVACR Building Code 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

**AHR 215** Commercial HVAC Controls 1 3 0 2  
 Prerequisites: AHR 111, ELC 111, or ELC 112  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

**AHR 250** HVAC System Diagnostics 0 4 0 2  
 Prerequisites: AHR 133  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

## ADVANCED MEDICAL CODING

**AMC 200** Health Information for Coders 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding program

This course provides a detailed look at the role of a coder within the healthcare system. Topics include health record content and documentation for all record types, roles and responsibilities of various providers and disciplines, data source reliability and accuracy, policies and procedures to ensure compliance with regulations and standards, and legal and regulatory requirements. Upon completion, students should be able to demonstrate an understanding of the role of coding in the healthcare organization and apply various policies and procedures as they relate to documentation and compliance and comply with regulatory standards.

**AMC 201** Legal and Compliance 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding program

This course covers legal and regulatory processes, privacy and security rules as applied to the coding environment. Topics include legal terminology, health record laws and regulations, internal and external standards and regulations, data security, storage and retrieval, and access and disclosure. Upon completion, students should be able to apply healthcare legal terminology, maintain a legally defensible health record, comply with state and federal privacy and security laws, and adhere to security policies and procedures.

**AMC 202** Coding for Reimbursement 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding program

This course covers the revenue cycle and reimbursement for acute and ambulatory care. Topics include payment methodologies and systems, utilization review, case management, billing processes and procedures, and fraud and abuse. Upon completion, students should be able to apply policies and procedures for the use of data required in healthcare reimbursement, evaluate the revenue cycle, and identify potential fraud and abuse.

**AMC 203** Intermediate ICD Diagnoses 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$11.25 Lab

This course covers the proper application of ICD diagnosis coding conventions and guidelines and application of codes. Emphasis is placed on reviewing clinical documentation to determine appropriate code selection. Upon completion, students should be able to accurately assign and sequence diagnosis codes according to the current coding and reporting requirements for acute care and outpatient services.

**AMC 204** Intermediate ICD Procedures 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$11.25 Lab

This course covers ICD procedure coding conventions and guidelines, Procedure Coding System (PCS) Table navigation, and application of codes. Emphasis is placed on the interrelationship between anatomy and physiology and the application of procedure codes by reviewing clinical documentation to determine procedure intent and extent. Upon completion, students should be able to navigate the PCS tables to accurately assign and sequence diagnosis codes according to the current coding and reporting requirements for acute care and outpatient services.

**AMC 205** Intermediate CPT Coding 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding program  
 Additional Fees: \$11.25 Lab

This course covers the application of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes as applied to current coding and reporting requirements. Emphasis is placed on the interrelationship between anatomy and physiology and the application of procedure codes by reviewing clinical documentation. Upon completion, students should be able to apply the official CPT and

HCPCS Level II coding guidelines, and apply the appropriate reporting measures such as modifiers.

**AMC 206** Clinical Documentation 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$11.25 Lab

This course covers the importance of clinical documentation and its role in accurate coding. Topics include communication with providers, documentation in the health record, how to formulate ethical queries to clarify conflicting diagnoses, and implications of accurate coding. Upon completion, students should be able to identify discrepancies between supporting documentation and coded data and develop appropriate physician queries.

**AMC 207** Advanced Medical Coding Lab I 0 6 0 2  
 Prerequisites: AMC-203, AMC-204, AMC-205, and AMC-206  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$22.50 Lab

This course covers the practical application of current ICD diagnosis and CPT guidelines by using encoders to code patient charts. Emphasis is on analyzing and applying current regulations and established guidelines in clinical classification systems by using standard data set definitions and resources. Upon completion, students should be able to accurately code a variety of chart types and recommend coding resources.

**AMC 209** Professional Practice Exp. 0 0 6 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Advanced Medical Coding Program  
 Additional Fees: \$16.00 Malpractice

This course provides supervised clinical coding experience in healthcare settings. Emphasis is placed on the practical application of coding concepts through demonstration of critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the comprehensive knowledge required of an advanced level coder.

## ARCHITECTURE

**ARC 111** Intro to Arch Technology 1 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.



**ARC 112** Constr Matls & Methods 3 2 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

**ARC 113** Residential Arch Tech 1 6 0 3  
 Prerequisites: ARC 111  
 Corequisites: ARC 112  
 Local Prerequisites: ARC 114  
 Additional Fees: \$22.50 Lab

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

**ARC 114** Architectural CAD 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

**ARC 114A** Architectural CAD Lab 0 3 0 1  
 Prerequisites: None  
 Corequisites: ARC 114  
 Additional Fees: \$11.25 Lab

This course provides a Laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.

**ARC 119** Structural Drafting 2 2 0 3  
 Prerequisites: ARC 113 and MAT 121  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces basic concepts associated with sizing and detailing structural assemblies. Topics include vocabulary, span-to-depth ratios, code requirements, shop drawings, and other related topics. Upon completion, students should be able to perform simple calculations and prepare shop drawings and preliminary structural plans.

**ARC 131** Building Codes 2 2 0 3  
 Prerequisites: ARC 112 or CAR 111  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing construction projects.

**ARC 133** Construction Doc Analysis 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers the analysis of building construction drawings. Emphasis is placed on material identification, understanding construction details, and the relationships of building structural, mechanical, plumbing, and electrical systems. Upon completion, students should be able to analyze a set of construction drawings by identifying building construction materials and understanding construction details and engineering systems.

**ARC 211** Light Constr Technology 1 6 0 3  
 Prerequisites: ARC 111  
 Corequisites: ARC 112  
 Local Prerequisites: ARC 113 and ARC 131  
 Additional Fees: \$22.50 Lab

This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.

**ARC 213** Design Project 2 6 0 4  
 Prerequisites: ARC 111, ARC 112, and ARC 114  
 Corequisites: None  
 Local Prerequisites: ARC 211  
 Additional Fees: \$22.50 Lab

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

**ARC 225** Architectural BIM I 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course is an introduction to the fundamentals of Building Information Modeling (BIM) as a construction documentation system. Topics include the basic parametric modeling, creating new types and families of components, and using 3D models to create design drawing. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

**ARC 225A** Architectural BIM I Lab 0 3 0 1  
 Prerequisites: None  
 Corequisites: ARC 225  
 Additional Fees: \$11.25 Lab

This course provides a Laboratory setting to enhance architectural BIM skills. Emphasis is placed on further development of basic parametric modeling, creating new types and families of components. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

**ARC 230** Environmental Systems 3 3 0 4  
 Prerequisites: ARC 111 and MAT 121 *or* ARC 111 and MAT 171  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

**ARC 231** Arch Presentations 2 4 0 4  
 Prerequisites: ARC 111  
 Corequisites: None  
 Local Prerequisites: ARC 264  
 Additional Fees: \$15.00 Lab

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

**ARC 240** Site Planning 2 2 0 3  
 Prerequisites: ARC 111 or LAR 111  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

**ARC 264** Digital Architecture 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.

## ART

**ART 111** Art Appreciation 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**ART 113** Art Methods and Materials 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 114** Art History Survey I 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**ART 115** Art History Survey II 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**ART 116** Survey of American Art 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. *This course has been approved for transfer under the CAA as a general education course I Humanities/Fine Arts.*

**ART 117** Non-Western Art History 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**ART 121** Two-Dimensional Design                    0     6     0     3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 122** Three-Dimensional Design                    0     6     0     3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ART 121  
 Additional Fees: \$22.50 Lab

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 131** Drawing I    0     6     0     3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 132** Drawing II    0     6     0     3  
 Prerequisites: ART 131  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 135** Figure Drawing I                                    0     6     0     3  
 Prerequisites: ART 131  
 Corequisites: None

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 171** Digital Design I                                    0     6     0     3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 212** Gallery Assistantship I                        0     6     0     3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 213** Gallery Assistantship II                        0     6     0     3  
 Prerequisites: ART 212  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides additional experience in display techniques. Emphasis is placed on preparation of artwork for exhibition, alternative methods of installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate independent decision-making and exhibition expertise. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 215** Visual Art Portfolio                            0     6     0     3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers the organization of a comprehensive body of work designed to showcase the visual artist's competencies in selected media and is intended for college transfer or professional advancement. Emphasis includes preparation for gallery exhibition, creation of a digital portfolio, and development of materials associated with best practices for showcasing artistic works, skills, and experience. Upon completion, students should be able to display a professional arrangement of work designed for entry into an advanced visual arts program, application for employment, or presentation to juried gallery exhibitions. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 218 Glass Blowing I** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course is designed to introduce students to the manipulation, construction and experimentation of working with molten glass, using techniques such as blowing, hot sculpting and casting. Emphasis is placed on the use of tools, equipment and processes used to manipulate glass. Upon completion, students should be able to blow basic standard forms, such as a cylinder, amphora and bowl as well as being able to cold-work these forms to achieve aesthetic and functional results. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 219 Glass Blowing II** 0 6 0 3  
 Prerequisites: ART 218  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course is designed to focus on refinement of form and the investigation of complex techniques in order to develop proficiency in glass blowing. Emphasis is placed on more complex blowing techniques, that could include but are not limited to: combining two or more blown forms, creating patterns and technical and creative use of color. Upon completion, students should be able to create functional and sculptural glass objects. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 222 Wood Design I** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50

This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools. Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 231 Printmaking I** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 240 Painting I** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 241 Painting II** 0 6 0 3  
 Prerequisites: ART 240  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 244 Watercolor** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 245 Metals I** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 246 Metals II** 0 6 0 3  
 Prerequisites: ART 245  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 247 Jewelry I** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 248 Jewelry II** 0 6 0 3  
 Prerequisites: ART 247  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting, cloisonné, and plique-a-jour. Upon completion, students should be able to create jewelry which demonstrates originality. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 250 Surface Design: Textiles** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces the basic principles and elements of art as applied to textile surfaces. Emphasis is placed on direct, top-dyed processes that utilize both synthetic and natural dyes, and techniques such as batik, stenciling, and stamping. Upon completion, students should be able to demonstrate a basic understanding of appropriate materials and techniques as they apply to original design on a variety of textile surfaces. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 260 Photography Appreciation** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 261 Photography I** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 262 Photography II** 0 6 0 3  
 Prerequisites: ART 261  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 264 Digital Photography I** 0 6 0 3  
 Prerequisites: None  
 Corequisite: None  
 Additional Fees: \$22.50 Lab

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 265 Digital Photography III** 0 6 0 3  
 Prerequisites: ART 264  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 271 Digital Design II** 0 6 0 3  
 Prerequisites: ART 171  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course includes advanced digital techniques in raster, vector, and time-based media. Emphasis is based on creative application and integration of digital technologies. Upon completion, students should be able to demonstrate command of various digital systems to express their personal vision. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 275 Introduction to Graphic Design** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 281 Sculpture I** 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 282** Sculpture II 0 6 0 3  
 Prerequisites: ART 281  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 283** Ceramics I 0 6 0 3  
 Prerequisites: ART 283  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 284** Ceramics II 0 6 0 3  
 Prerequisites: ART 283  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ART 288** Studio 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## AMERICAN SIGN LANGUAGE

**ASL 111** Elementary ASL I 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisite: ASL 181

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**ASL 112** Elementary ASL II 3 0 0 3  
 Prerequisites: ASL 111  
 Corequisites: None  
 Local Corequisites: ASL 182

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**ASL 181** ASL Lab I 0 2 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: ASL 111  
 Additional Fees: \$7.50 Lab

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ASL 182** ASL Lab 2 0 2 0 1  
 Prerequisites: ASL 181  
 Corequisites: None  
 Local Corequisites: ASL 112  
 Additional Fees: \$7.50 Lab

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ASL 211** Intermediate ASL I 3 0 0 3  
 Prerequisites: ASL 112  
 Corequisites: None  
 Local Corequisites: ASL 281

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills through the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

<b>AST 111</b> Descriptive Astronomy	3	0	0	3
Prerequisites: None				
Corequisites: None				
Local Corequisites: AST 111A				

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>AST 111A</b> Descriptive Astronomy Lab	0	2	0	1
Prerequisites: None				
Corequisites: AST 111				
Additional Fees: \$7.50 Lab				

The course is a Laboratory to accompany AST 111. Emphasis is placed on Laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ATR 218</b> Work Cell Integration	2	3	0	3
Prerequisites: None				
Corequisites: None				
Local Prerequisites: ELC 128				
Additional Fees: \$11.25 Lab				

This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxies, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems.

<b>ATR 281</b> Automated Manufacturing	3	2	0	4
Prerequisites: None				
Corequisites: None				
Additional Fees: \$7.50 Lab				

This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.

<b>AUT 114 Safety and Emissions</b>	1	2	0	2
Prerequisites: None				
Corequisites: None				
Additional Fees: \$7.50 Lab				

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brakes, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control device inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

<b>AUT 116</b> Engine Repair	2	3	0	3
Prerequisites: None				
Corequisites: None				
Local Corequisites: AUT 116A				
Additional Fees: \$11.25 Lab				

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

<b>AUT 116A</b> Engine Repair Lab	0	3	0	1
Prerequisites: None				
Corequisites: AUT 116				
Additional Fees: \$11.25 Lab				

This course is an optional Lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

<b>AUT 141</b> Suspension & Steering Sys	2	3	0	3
Prerequisites: None				
Corequisites: None				
Local Corequisites: AUT 141A				
Additional Fees: \$11.25 Lab				

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

**AUT 141A Suspension & Steering Lab** 0 3 0 1  
 Prerequisites: None  
 Corequisites: AUT 141  
 Additional Fees: \$11.25 Lab

This course is an optional Lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

**AUT 151 Brake Systems** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: AUT 151A  
 Additional Fees: \$11.25 Lab

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

**AUT 151A Brakes Systems Lab** 0 3 0 1  
 Prerequisites: None  
 Corequisites: AUT 151  
 Additional Fees: \$11.25 Lab

Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

**AUT 163 Adv Auto Electricity** 2 3 0 3  
 Prerequisites: TRN 120  
 Corequisites: None  
 Local Corequisites: AUT 163A  
 Additional Fees: \$11.25 Lab

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

**AUT 163A Adv Auto Electricity Lab** 0 3 0 1  
 Prerequisites: None  
 Corequisites: AUT 163  
 Additional Fees: \$11.25 Lab

Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

**AUT 181 Engine Performance 1** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: AUT 181A  
 Additional Fees: \$11.25 Lab

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

**AUT 181A Engine Performance 1 Lab** 0 3 0 1  
 Prerequisites: None  
 Corequisites: AUT 181  
 Additional Fees: \$11.25 Lab

This course is an optional Lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

**AUT 183 Engine Performance 2** 2 6 0 4  
 Prerequisites: AUT 181  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

**AUT 221 Auto Transm/Transaxles** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: AUT 221A  
 Additional Fees: \$11.25 Lab

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.



**AUT 221A** Auto Trans/Transax Lab 0 3 0 1  
 Prerequisites: None  
 Corequisites: AUT 221  
 Additional Fees: \$11.25 Lab

This course is an optional Lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

**AUT 231** Man Trans/Axles/Dtrains 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: AUT 231A  
 Additional Fees: \$11.25 Lab

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, drive shafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

**AUT 281** Adv Engine Performance 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: AUT 181  
 Additional Fees: \$7.50 Lab

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

## BANKING AND FINANCE

**BAF 143** Financial Planning 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the perspectives, principles, and practices of financial planning. Topics include investment, retirement, tax, and estate planning. Upon completion, students should be able to understand the process that looks at a customer's financial picture and recommend strategies to achieve the customer's objectives.

## BIOLOGY

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

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

**BIO 094** Concepts of Human Biology 3 2 0 4  
 Prerequisites: None  
 Corequisites: ENG 002, or BSP 4002  
 Additional Fees: \$7.50 Lab

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to

demonstrate preparedness for college-level anatomy and physiology courses.

**BIO 110** Principles of Biology 3 3 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites:  
 DRE 098, DMA 010, DMA 020, and DMA 030 **or**  
 ENG 002 with grade P2 and MAT 003 with grade P1  
 Additional Fees: \$11.25 Lab

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**BIO 111** General Biology I 3 3 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites:  
 DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050  
**or** ENG 002 and MAT 003 both with grade P2  
 Additional Fees: \$11.25 Lab

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. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. Students may not receive science credit for this course and BIO 110.*

**BIO 112** General Biology II 3 3 0 4  
 Prerequisites: BIO 111  
 Corequisites: None  
 Local Prerequisites: BIO 111 with a grade of C or better  
 Additional Fees: \$11.25 Lab

This course is a continuation of BIO 111. Emphasis is placed on organisms, 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. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. Students may not receive science credit for this course and BIO 110.*

**BIO 140** Environmental Biology 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites:  
 DRE 098, DMA 010, DMA 020, DMA 030 **or**  
 ENG 002 with grade P2 and MAT 003 with grade P1  
 Local Corequisites: BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of

contemporary environmental issues. *This course has been approved for transfer under the CAA as a general education course in Natural Science. At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140.*

**BIO 140A** Environmental Biology Lab 0 3 0 1  
Prerequisites: None  
Corequisites: BIO 140  
Local Prerequisites:  
DRE 098, DMA 010, DMA 020, and DMA 030 *or*  
ENG 002 with grade P2 and MAT 003 with grade P1  
Additional Fees: \$11.25 Lab

This course provides a Laboratory component to complement BIO 140. Emphasis is placed on Laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA as a general education course in Natural Science. At PCC, students who plan to obtain an AA degree must take BIO 140A along with BIO 140.*

**BIO 155** Nutrition 3 0 0 3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: BIO 110, BIO 111, BIO 163 or BIO 168; with a grade of C or better within the past ten years

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**BIO 161** Intro to Human Biology 3 0 0 3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: DRE 098 or ENG 002 with grade P1

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

**BIO 163** Basic Anat and Physiology 4 2 0 5  
Prerequisites: None  
Corequisites: None  
Local Prerequisites:  
DRE 098, DMA 010, DMA 020, and DMA 030 *or*  
ENG 002 with grade P2 and MAT 003 with grade P1 *or*  
BIO 094  
Additional Fees: \$7.50 Lab

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**BIO 168** Anatomy and Physiology I 3 3 0 4  
Prerequisites: None  
Corequisites: None  
Local Prerequisites:  
DRE 098, DMA 010, DMA 020, and DMA 030 *or*  
ENG 002 with grade P2 and MAT 003 with grade P1 *or*  
BIO 094  
Additional Fees: \$11.25 Lab

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**BIO 169** Anatomy and Physiology II 3 3 0 4  
Prerequisites: BIO 168  
Corequisites: None  
Local Prerequisite: BIO 168 with a grade of C or better  
Additional Fees: \$11.25 Lab

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**BIO 271** Pathophysiology 3 0 0 3  
Prerequisites: BIO 163, BIO 166, or BIO 169  
Corequisites: None  
Local Prerequisites: BIO 163, BIO 166, or BIO 169; with a grade of C or better

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**BIO 275** Microbiology 3 3 0 4  
Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168  
Corequisites: None  
Local Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168; with a grade of C or better  
Additional Fees: \$11.25 Lab

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## BIOMEDICAL EQUIPMENT

**BMT 111** Intro to Biomed Field 2 0 0 2  
Prerequisites: None  
Corequisites: None

This course introduces the fundamental concepts of the health care delivery system. Topics include hospital organization and structure, BMET duties and responsibilities, and the professional and social interrelationships between services. Upon completion, students should be able to demonstrate an understanding of hospital organization as related to BMET duties.

**BMT 112** Hospital Safety Standards 2 2 0 3  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course covers national, state, and local standards pertaining to hospital safety. Topics include electrical safety, gas safety, SMDA reporting, and JCAHO and FPA compliance. Upon completion, students should be able to conduct PM and safety inspections in compliance with safety regulations.

## BIOPROCESS MANUFACTURING TECHNOLOGY

**BPM 110** Bioprocess Practices 3 4 0 5  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$15.00 Lab

This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity.

## BLUEPRINT READING

**BPR 111** Print Reading 1 2 0 2  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

**BPR 121** Blueprint Reading – Mech 1 2 0 2  
Prerequisites: BPR 111 or MAC 131  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

**BPR 130** Print Reading – Construction 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and

related topics. Upon completion, students should be able to read and interpret construction prints and documents.

**BPR 135** Schematics & Diagrams 2 0 0 2  
Prerequisites: None  
Corequisites: None

This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

## BREAST SONOGRAPHY

**BST 101** Breast Pathophysiology 1 0 0 1  
Prerequisites: None  
Corequisites: None  
Local Prerequisite: Enrollment in Breast Sonography program

This course provides a comprehensive study of pathophysiology of the breast. Topics include anatomy, pathophysiology, surgical/treatment changes, benign and malignant pathology, related to breast sonographic images in correlation to mammographic images. Upon completion, students should be able to demonstrate a detailed knowledge of breast pathophysiology.

**BST 102** BST Physics & Equipment 2 0 0 2  
Prerequisites: None  
Corequisites: None  
Local Prerequisite: Enrollment in Breast Sonography program

This course provides a comprehensive study of physics and equipment for breast sonography. Topics include the principles of breast sonography physics, equipment and system components including accessories, image display and storage, and maintenance for breast sonography equipment. Upon completion, students should be able to demonstrate a detailed knowledge of the physics and equipment used in breast sonography.

**BST 103** BST Image Production & Eval 1 3 0 2  
Prerequisites: None  
Corequisites: None  
Local Prerequisite: Enrollment in Breast Sonography program  
Additional Fees: \$11.25 Lab

This course provides the fundamentals of breast sonography image production, patient care, and image analysis. Topics include patient communication, breast education and assessment, image production, and evaluation and selection of representative images. Upon completion, students should be able to produce and analyze breast sonography images.

**BST 104** BST Procedures 1 0 0 1  
Prerequisites: None  
Corequisites: None  
Local Prerequisite: Enrollment in Breast Sonography program

This course provides the fundamentals of interventional breast sonography procedures. Topics include positioning, patient care, informed consent and time out procedures, selection and preparation of equipment, infection control, and post-procedure care. Upon completion, students should be able to perform interventional breast sonography procedures.

**BST 105** Clinical Education 0 0 30 10  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in Breast Sonography program  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course provides the opportunity to apply knowledge gained from classroom instruction to the breast sonography clinical setting. Emphasis is placed on breast sonography procedures, interventional examinations, image production and evaluation in correlation with mammographic procedures and equipment operation. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

## BIOTECHNOLOGY

**BTC 150** Bioethics 3 0 0 3  
 Prerequisites: None  
 Corequisites: ENG 002 or BSP 4002

This course introduces the current ethics issues surrounding the biotechnology industries. Topics will include risk assessment, the relationships between science, technology, and society, and the effects of new biotechnology products upon the natural world. Upon completion, students should be able to demonstrate knowledge and critical thinking skills in decision-making related to bioethical issues.

**BTC 181** Basic Lab Techniques 3 3 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the basic skills and knowledge necessary in a biological or chemical Laboratory. Emphasis is placed on good manufacturing practices, safety, sustainable Lab practices, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic Laboratory procedures using Labware, solutions, and equipment according to prescribed protocols.

**BTC 182** Pharma Lab Techniques I 2 6 0 4  
 Prerequisites: BTC 181  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers theoretical and technical aspects of dissolution testing and Karl Fischer titrations performed during routine drug stability testing by pharmaceutical industries. Emphasis is placed on solution preparation, drug extractions, dissolution testing, Karl Fischer titrations, and dissolution method development and validation. Upon completion, students should be able to successfully perform and document dissolution testing and Karl Fischer titrations while simultaneously adhering to current good manufacturing practices (cGMP).

**BTC 183** Pharma Lab Techniques II 2 6 0 4  
 Prerequisites: BTC 182  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers theoretical and technical aspects of High Performance Liquid Chromatography (HPLC) performed during drug stability testing by pharmaceutical industries. Emphasis is placed on HPLC grade solution preparation, drug extractions, assay testing, impurity testing, HPLC method development, and method validation. Upon completion, students should be able to successfully perform and document pharmaceutical HPLC drug testing while simultaneously adhering to current good Laboratory practices (cGLP).

**BTC 250** Principles of Genetics 3 0 0 3  
 Prerequisites: BIO 111  
 Corequisites: None

This course covers the basic principles of genetics. Topics will include Mendelian inheritance, gene mapping, molecular genetics, and regulation of gene expression, population genetics, quantitative genetics, and the genetics of cancer. Upon completion, students should be able to demonstrate a broad understanding of genetics and the principles of heredity.

**BTC 270** Recombinant DNA Technology 3 3 0 4  
 Prerequisites: BTC 181 and BTC 250 or BTC 181 and BIO 250  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon completion, students should have an understanding of the theory, practice, and application of recombinant DNA techniques.

**BTC 275** Industrial Microbiology 3 3 0 4  
 Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers principles of microbiology and the impact microorganisms have on man and the environment in industrial settings where controlled environments are commonplace. Topics include the structure and physiology of various classes of microorganisms, microbial pathogenicity, infectious diseases, identification schemes, and prevention or minimization of contamination in bio-manufacturing industrial settings. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, identification of microorganisms, and performing environmental monitoring.

**BTC 281** Bioprocess Techniques 2 6 0 4  
 Prerequisites: BTC 181  
 Corequisites: None  
 Local Prerequisites: BTC 181 with a grade of C or better  
 Additional Fees: \$22.50 Lab

This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centrifugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.

**BTC 285** Cell Culture 2 3 0 3  
 Prerequisites: BIO 175, BIO 275, or BTC 275  
 Corequisites: None  
 Local Prerequisites: BTC 181 with a grade of C or better  
 Additional Fees: \$11.25 Lab

This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.

**BTC 286 Immunological Techniques** 3 3 0 4  
 Prerequisites: BTC 285  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas.

**BTC 287 Adv Molecular Techniques** 2 6 0 4  
 Prerequisites: BIO 175 or BIO 275 *and* BIO 250 or BTC 250  
 Corequisites: None

This course provides students with experience in molecular techniques employing modern procedures, equipment, and technology. Topics include cloning, sequencing and analysis of DNA samples, PCR/qPCR/RT-PCR, DNA typing (STR analysis), microarrays, and bioinformatics applications. Upon completion, students should be able to discuss and perform advanced genetic, biochemical, and bio-informatic procedures using reagents and equipment according to prescribed protocols.

**BTC 288 Biotech Lab Experience** 0 6 0 2  
 Prerequisites: BIO 250 or BTC 250 *and* BTC 281, BTC 285, or BTC 286  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.

## BUSINESS

**BUS 110 Introduction to Business** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**BUS 115 Business Law I** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

**BUS 121 Business Math** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DMA 010, DMA 020, and DMA 030 *or* MAT 003 with grade P1

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

**BUS 125 Personal Finance** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

**BUS 137 Principles of Management** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

**BUS 147 Business Insurance** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

**BUS 151 People Skills** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

**BUS 153 Human Resource Management** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

**BUS 210 Investment Analysis** 3 0 0 3  
 Prerequisites: ACC 111 or ACC 120  
 Corequisites: None

This course examines the concepts related to financial investment and the fundamentals of managing investments. Emphasis is placed on the securities markets, stocks, bond, and mutual funds, as well as tax implications of investment alternatives. Upon completion, students should be able to analyze and interpret investment alternatives and report findings to users of financial information.

**BUS 217 Employment Law and Regs** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**BUS 225 Business Finance** 2 2 0 3  
 Prerequisites: ACC 120  
 Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS 234 Training and Development** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

**BUS 235 Performance Management** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a comprehensive performance management system.

**BUS 238 Integrated Management** 3 0 0 3  
 Prerequisites: BUS 137  
 Corequisites: None  
 Local Prerequisites: ACC 120 and BUS 110

This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business.

**BUS 240 Business Ethics** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

**BUS 255 Org Behavior in Business** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

**BUS 256 Recruit Select & Per Plan** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

**BUS 258 Compensation and Benefits** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

**BUS 259 HRM Applications** 3 0 0 3  
 Prerequisites: BUS 217, BUS 234, BUS 256, and BUS 258  
 Corequisites: None  
 Local Prerequisite: Enrollment in Business Administration:  
 Human Resources Management program

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

**BUS 260** Business Communication 3 0 0 3  
 Prerequisites: ENG 110 or ENG 111  
 Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

**BUS 280** REAL Small Business 4 0 0 4  
 Prerequisites: None  
 Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

### CABINETMAKING

**CAB 111** Cabinetmaking I 4 9 0 7  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$33.75 Lab

This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials; make sound production decisions; and design, lay out, construct, and install cabinets.

**CAB 112** Cabinetmaking II 5 12 0 9  
 Prerequisites: CAB 111  
 Corequisites: None  
 Additional Fees: \$45.00

This course uses previously learned skills in the design and construction of furniture, European cabinetry, and special cabinet requirements. Topics include furniture repair, wood carving, inlaying, veneering, and millwork products. Upon completion, students should be able to design and construct a piece of furniture, repair defects, and understand the foundation of the 32 mm system.

### CARPENTRY

**CAR 110** Introduction to Carpentry 2 0 0 2  
 Prerequisites: None  
 Corequisites: None

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

**CAR 111** Carpentry I 3 15 0 8  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: MAT 003  
 Additional Fees: \$56.25 Lab

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

**CAR 112** Carpentry II 3 15 0 8  
 Prerequisites: CAR 111  
 Corequisites: None  
 Additional Fees: \$56.25 Lab

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

**CAR 113** Carpentry III 3 9 0 6  
 Prerequisites: CAR 111  
 Corequisites: None  
 Local Corequisites: CAR 112  
 Additional Fees: \$33.75 Lab

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

### COMPUTED TOMOGRAPHY

**CAT 210** CT Physics & Equipment 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in CT/MRI diploma or CT certificate program.

This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

**CAT 211** CT Procedures 4 0 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in CT/MRI diploma or CT certificate program.

This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

**CAT 231** CT Clinical Practicum 0 0 33 11  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in CT/MRI diploma or CT certificate program.  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

## COMPUTER ENGINEERING TECHNOLOGY

**CET 111** Computer Upgrade/Repair I 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

**CET 211** Computer Upgrade/Repair II 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CET 111 or CTS 120  
 Additional Fees: \$11.25 Lab

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

## CHEMISTRY

*Enrollment in any chemistry course more than two times requires the written permission from the Science Department chair.*

**For all chemistry courses local prerequisites and local corequisites take precedent over state pre and corequisites.**

**CHM 130** Gen, Org, & Biochemistry 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite:  
 DRE 098, DMA 010, DMA 020, and DMA 030 **or**  
 ENG 002 with grade P2 and MAT 003 with grade P1  
 Local Corequisites: CHM 130A

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved for transfer under the CAA as a premajor*

*and/or elective course requirement. At PCC, emphasis is placed on applications to health and environmental issues.*

**CHM 130A** Gen, Org, & Biochem Lab 0 2 0 1  
 Prerequisite: None  
 Corequisite: CHM 130  
 Local Prerequisite:  
 DRE 098, DMA 010, DMA 020, and DMA 030 **or**  
 ENG 002 with grade P2 and MAT 003 with grade P1

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. At PCC, emphasis is placed on applications to health and environmental issues.*

**CHM 131** Introduction to Chemistry 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite:  
 DMA 098, DMA 010, DMA 020, and DMA 030 **or**  
 ENG 002 with grade P2 and MAT 003 with grade P1  
 Local Corequisites: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. At PCC, emphasis is placed on applications to health and environmental issues.*

**CHM 131A** Intro to Chemistry Lab 0 3 0 1  
 Prerequisites: None  
 Corequisites: CHM 131  
 Local Prerequisite:  
 DRE 098, DMA 010, DMA 020, and DMA 030 **or**  
 ENG 002 with grade P2 and MAT 003 with grade P1  
 Additional Fees: \$11.25 Lab

This course is a Laboratory to accompany CHM 131. Emphasis is placed on Laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic Laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the CAA as a general education course in Natural Science.*

**CHM 132** Organic and Biochemistry 3 3 0 4  
 Prerequisites: CHM 151 **or** CHM 131 and CHM 131A  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. At PCC, emphasis is placed on applications to health and environmental issues.*



**CHM 151** General Chemistry I 3 3 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 or ENG 002 with grade P2  
 Local Corequisite: MAT 171  
 Additional Fees: \$11.25 Lab

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**CHM 152** General Chemistry II 3 3 0 4  
 Prerequisites: CHM 151  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**CHM 251** Organic Chemistry I 3 3 0 4  
 Prerequisites: CHM 152  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**CHM 252** Organic Chemistry II 3 3 0 4  
 Prerequisites: CHM 251  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**CHM 263** Analytical Chemistry 3 4 0 5  
 Prerequisites: CHM 132 or CHM 152  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course covers the knowledge and laboratory skills needed to perform chemical analysis. Emphasis is placed on developing laboratory techniques used in the separation, identification, and quantification of selected substances. Upon completion, students should be able to perform laboratory techniques employed in substance identification and volumetric analysis and interpret the results. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## INFORMATION SYSTEMS

**CIS 110** Introduction to Computers 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).*

**CIS 111** Basic PC Literacy 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides an overview of computer concepts for those who have not received credit for CIS 110. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

## CRIMINAL JUSTICE

**CJC 110** Basic Law Enforcement BLET 10 30 0 20  
 Prerequisites: None  
 Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination. **This is a certificate-level course.**

**CJC 111** Intro to Criminal Justice 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**CJC 112 Criminology** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

**CJC 113 Juvenile Justice** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics 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.

**CJC 114 Investigative Photography** 1 2 0 2  
 Prerequisites: None  
 Corequisites: None

This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

**CJC 120 Interviews/Interrogations** 1 2 0 2  
 Prerequisites: None  
 Corequisites: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

**CJC 121 Law Enforcement Operations** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**CJC 122 Community Policing** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

**CJC 131 Criminal Law** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

**CJC 132 Court Procedure & Evidence** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

**CJC 141 Corrections** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**CJC 160 Terrorism: Underlying Issue** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

**CJC 211 Counseling** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

**CJC 212 Ethics & Comm Relations** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

**CJC 213 Substance Abuse** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

**CJC 214 Victimology** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

**CJC 215 Organization & Administration** 3 0 0 3  
 Prerequisite: None  
 Corequisite: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

**CJC 221 Investigative Principles** 3 2 0 4  
 Prerequisites: None  
 Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

**CJC 222 Criminalistics** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the functions of the forensic Laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant

evidence at simulated crime scenes and request appropriate Laboratory analysis of submitted evidence.

**CJC 223 Organized Crime** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the evolution of traditional and nontraditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

**CJC 225 Crisis Intervention** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

**CJC 231 Constitutional Law** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

**CJC 233 Correctional Law** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

**CJC 241 Community-Based Corrections** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

## CONSTRUCTION MANAGEMENT

**CMT 210** Construction Management Fund 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.

**CMT 214** Planning and Scheduling 3 0 0 3  
Prerequisites: CMT 210 and BPR 130  
Corequisites: None

This course covers the need for and the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling formats, planning for production, short interval planning, schedule updating and revising, and computer-based planning and scheduling. Upon completion, the student should be able to understand the need for planning and scheduling, the language and logic of scheduling, and use of planning skills.

## COMMUNICATION

**COM 110** Introduction to Communication 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved for transfer under the CAA as a general education course in Communication.*

**COM 120** Intro Interpersonal Com 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved for transfer under the CAA as a general education course in Communication. This is a Universal General Education Transfer Component (UGETC) course.*

**COM 140** Intro Intercultural Com 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles

and skills needed to become effective in communicating outside one's primary culture. *This course has been approved for transfer under the CAA as a general education course in Communication.*

**COM 231** Public Speaking 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the CAA as a general education course in Communication. This is a Universal General Education Transfer Component (UGETC) course.*

## COMPUTER SCIENCE

**CSC 118** Swift Programming I 2 3 0 3  
Prerequisite: None  
Corequisite: None  
Additional Fees: \$11.25 Lab

This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language.

**CSC 120** Computing Fundamentals I 3 2 0 4  
Prerequisites: MAT 121, MAT 171, MAT 003, or BSP 4003  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**CSC 121** Python Programming 2 3 0 3  
Prerequisite: None  
Corequisite: None  
Local Prerequisites: CTI 110, MAT 172, or SGD 113  
Additional Fees: \$11.25 Lab

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

**CSC 134 C++ Programming** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 110, MAT 172, or SGD 113  
 Additional Fees: \$11.25 Lab

This course introduces computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. At PCC, this course may use a GUI interface. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**CSC 151 JAVA Programming** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 110, MAT 172, or SGD 113  
 Additional Fees: \$11.25 Lab

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**CSC 153 C# Programming** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 110 or MAT 172  
 Additional Fees: \$11.25 Lab

This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

**CSC 218 Swift Programming II** 2 3 0 3  
 Prerequisite: CSC 118  
 Corequisite: None  
 Additional Fees: \$11.25 Lab

This course introduces advanced iOS application development using the Swift programming language. Emphasis is placed on navigation, data manipulation, web services, prototyping, debugging, and project planning. Upon completion, students should be able to develop advanced multifunctional iOS and Apple applications using the Swift programming language.

**CSC 251 Advanced JAVA Programming** 2 3 0 3  
 Prerequisites: CSC 151  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

**CSC 253 Advanced C# Programming** 2 3 0 3  
 Prerequisites: CSC 153  
 Corequisites: None

This course is a continuation of CSC 153 using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

**CSC 289 Programming Capstone Project** 1 4 0 3  
 Prerequisites: CTI 110, CTI 120, and CTS 115  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

## CONSTRUCTION

**CST 131 OSHA/Safety/Certification** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

**CST 211 Construction Surveying** 2 3 0 3  
 Prerequisites: MAT 121 or MAT 171  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

**CST 221 Statics/Structures** 3 3 0 4  
 Prerequisites: ARC 112, CAR 112, or CST 112 *and* MAT 110, MAT 121, or MAT 171  
 Corequisite: None  
 Local Prerequisites: Choose between MAT 121 or MAT 171  
 Additional Fees: \$11.25 Lab

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

**CST 241** Planning/Estimating I 2 2 0 3  
 Prerequisites: BPR 130, MAT 121, or MAT 171  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

## COMPUTER TECHNOLOGY INTEGRATION

**CTI 110** Web, Pgm, & Db Foundation 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

**CTI 120** Network & Sec Foundation 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

**CTI 140** Virtualization Concepts 1 4 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

**CTI 175** Intro to Wireless Technology 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: NET 125  
 Additional Fees: \$7.50 Lab

This course introduces the student to the technologies and standards of wireless telecommunications. Topics include the design, implementation, configuration, security, standards and protocols of wireless local area networks (WLAN). Upon completion, students should be able to design, implement, and administer wireless local area networks.

**CTI 289** CTI Capstone Project 1 6 0 3  
 Prerequisite: CTI 110, CTI 120, and CTS 115  
 Corequisite: None  
 Additional Fees: \$22.50 Lab

This course provides students an opportunity to complete a significant integrated technology project from the design phase through implementation with minimal instructor support. Emphasis is placed on technology policy, process planning, procedure definition, systems architecture, and security issues to create projects for the many areas in which computer technology is integrated. Upon completion, students should be able to create, implement, and support a comprehensive technology integration project from the planning and design phase through implementation.

## COMPUTER INFORMATION TECHNOLOGY

**CTS 115** Info Sys Business Concepts 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**CTS 120** Hardware/Software Support 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 110  
 Additional Fees: \$11.25 Lab

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

**CTS 130** Spreadsheet 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CIS 110  
 Additional Fees: \$7.50 Lab

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.

**CTS 155** Tech Support Functions 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTS 120  
 Additional Fees: \$7.50 Lab

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

**CTS 220** Adv Hard/Software Support 2 3 0 3  
 Prerequisites: CTS 120  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

**CTS 225** Spreadsheet Data Analysis 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: CTS 130  
 Additional Fees: \$7.50 Lab

This course presents basic and advanced techniques for data analysis and management using electronic spreadsheets. Topics include an overview of spreadsheet analytics, terminology, model preparation, and analytical techniques. Upon completion, students should be able to develop reliable and effective quantitative data models and reports to support analysis and decision-making for common business systems.

**CTS 240** Project Management 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

**CTS 285** Systems Analysis & Design 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CSC 121, CSC 134, CSC 151, or CSC 153

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

**CTS 288** Professional Practices in IT 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides students with the business skills needed for success in the information technology field. Topics include portfolio development, resume design, interviewing techniques and professional practices. Upon completion, students should be able to prepare themselves and their work for a career in the information technology field.

## CARDIOVASCULAR SONOGRAPHY

**CVS 160** CVS Clinical Ed I 0 4 9 5  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Cardiovascular Sonography/Echocardiography program  
 Additional Fees: \$45.00 Dosimeter Badge, \$15.00 Lab, \$16.00 Malpractice

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**CVS 161** CVS Clinical Ed II 0 0 24 8  
 Prerequisites: CVS 160  
 Corequisites: None  
 Local Prerequisites: Enrollment in Cardiovascular Sonography/Echocardiography program

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**CVS 162** CVS Clinical Ed III 0 0 15 5  
 Prerequisites: CVS 161  
 Corequisites: None  
 Local Prerequisites: Enrollment in Cardiovascular Sonography/Echocardiography program

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**CVS 163** Echo I 3 2 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Cardiovascular Sonography/Echocardiography program  
 Additional Fees: \$7.50 Lab

This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies.

**CVS 164** Echo II 3 2 0 4  
 Prerequisites: CVS 163  
 Corequisites: None  
 Local Prerequisites: Enrollment in Cardiovascular Sonography/  
 Echocardiography program  
 Additional Fees: \$7.50 Lab

This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.

**CVS 260** CVS Clinical Ed IV 0 0 24 8  
 Prerequisites: CVS 162  
 Corequisites: None  
 Local Prerequisites: Enrollment in Cardiovascular Sonography/  
 Echocardiography program  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**CVS 261** CVS Clinical Ed V 0 0 24 8  
 Prerequisites: CVS 260  
 Corequisites: None  
 Local Prerequisites: Enrollment in Cardiovascular Sonography/  
 Echocardiography program

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**CVS 277** Cardiovascular Topics 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Cardiovascular Sonography/  
 Echocardiography program  
 Additional Fees: \$250.00 Credential exam

This course provides an overview of cardiovascular topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to sit for the registry examinations.

## DATABASE MANAGEMENT TECHNOLOGY

**DBA 110** Database Concepts 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 110  
 Additional Fees: \$11.25 Lab

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

**DBA 112** Database Utilization 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end user mode.

**DBA 120** Database Programming I 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DBA 110  
 Additional Fees: \$7.50 Lab

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

## DRAFTING

**DFT 111** Technical Drafting I 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

**DFT 151** CAD I 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

**DFT 152** CAD II 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

**DFT 153** CAD III 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DFT 152

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.



**DFT 170** Engineering Graphics 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: MAT 171  
 Additional Fees: \$7.50 Lab

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## MEDICAL DOSIMETRY

**DOS 210** Introduction to Dosimetry 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program  
 Additional Fees: \$11.25 Lab

This course provides a review of the principles and practices of radiation therapy and introduces the students to the roles, responsibilities, and ethical standards relating to the medical dosimetry practice, the oncology team, and professional organizations. Emphasis is placed on content specifications from the American Registry of Radiologic Technologists radiation therapy examination, Health Insurance Portability and Accountability Act (HIPAA), coding, clinical trials, individual/organizational accrediting agencies and the interrelationships of oncology professional organizations. Upon completion, students should be able to pass the mock registry examinations and identify medical dosimetry practice standards related to HIPAA legislation, billing, and accreditation.

**DOS 220** Treatment Planning I 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program  
 Additional Fees: \$11.25 Lab

This course introduces the student to the fundamental concepts, tools, and techniques used in external beam radiation treatment planning. Topics include the use of medical imaging to identify and define target volumes, immobilization techniques, ICRU treatment planning terminology, and the use of beam modifiers. Upon completion, students should be able to understand the importance of imaging modalities, immobilization, ICRU terminology, and external beam treatment planning.

**DOS 221** Treatment Planning II 1 3 0 2  
 Prerequisites: DOS 220  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program  
 Additional Fees: \$11.25

This course is a continuation of DOS 220 and introduces the student to more complex treatment planning situations encountered in external beam planning. Topics include dose volume relationships, dose response for tumors and normal tissues, concepts 3-Dimensional planning, IMRT, IGRT, and issues relating to site-specific beam planning. Upon completion, students should be able to design treatment plans for all body systems using 3-D and IMRT computer planning.

**DOS 230** Clinical Research Exper 0 6 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program  
 Additional Fees: \$22.50 Lab

This course is designed to provide self-directed experiential learning for the student under a research mentor. Topics include contemporary aspects of radiation oncology technical practice that impact treatment planning and delivery with emphasis placed on research methodology and presentation techniques. Upon completion, students should be able to submit a completed written research project and a formal presentation to program faculty.

**DOS 243** Dosimetry Physics 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program  
 Additional Fees: \$11.25 Lab

This course is designed to relate medical physics theory to clinical tools and techniques used by the medical dosimetrist. Topics include design, operation, and QA of linear accelerators, CT scanners, treatment simulators, and treatment planning computer hardware and software. Upon completion, students should be able to explain the components and operation of a linear accelerator, CT scanner and simulator.

**DOS 250** Dose Calculations 2 0 0 2  
 Prerequisites: DOS 210 and DOS 220  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program

This course introduces the student to the concepts, quantities, and methodologies to perform external beam dose calculations for a variety of clinical situations. Topics include dose calculation methodology, precision and consequences of error, and an overview of the various types of required dose calculations. Upon completion, students should be able to perform dose calculations for a variety of clinical situations.

**DOS 260** Dosimetry Special Procedures 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program  
 Additional Fees: \$11.25 Lab

This course is designed to present concepts and techniques for special procedures used in radiation oncology. Topics include image guided radiation therapy, stereotactic radiotherapy, stereotactic radiosurgery, volumetric arc therapy, proton therapy, and brachytherapy. Upon completion, students should be able to integrate all facets of special procedures in radiation oncology practice.

**DOS 270** Medical Dosimetry Capstone 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program

This course provides a comprehensive review in preparation for national certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level dosimetrist.

**DOS 280** Clinical Education I 0 0 12 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course provides an experiential opportunity for the student to observe and participate in the clinical areas associated with medical dosimetry practice. Emphasis is placed on medical dosimetry practice including simulation, medical physics, and treatment planning. Upon completion, students should be able to demonstrate competency in clinical objectives.

**DOS 281** Clinical Education II 0 0 12 4  
 Prerequisites: DOS 280  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program

This course provides an experiential opportunity for the student to observe and participate in the clinical areas associated with medical dosimetry practice with more focus on treatment planning. Emphasis is placed on physics and radiation safety, anatomical contour segmentation, and pre-competency planning. Upon completion, students should be able to demonstrate competency in clinical objectives.

**DOS 282** Clinical Education III 0 0 12 4  
 Prerequisites: DOS 281  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program

This course provides an experiential opportunity for the student to observe and participate in increasingly more complicated medical dosimetry procedures. Emphasis is placed on external beam treatment planning. Upon completion, students should be able to demonstrate competency in clinical objectives.

**DOS 283** Clinical Education IV 0 0 15 5  
 Prerequisites: DOS 282  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program  
 Additional Fees: \$16.00 Malpractice

This course provides an experiential opportunity for the student to observe and participate in increasingly more complicated medical dosimetry procedures. Emphasis is placed on all aspects of external beam treatment planning including IMRT and IGRT. Upon completion, students should be able to demonstrate competency in clinical objectives.

**DOS 284** Clinical Education V 0 0 15 5  
 Prerequisites: DOS 283  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Dosimetry program

This course provides an experiential opportunity for the student to observe and participate more autonomously in the clinical areas associated with medical dosimetry practice. Emphasis is placed on all aspects of treatment planning, dose verification, quality assurance and special procedures. Upon completion, students should be able to demonstrate competency in clinical objectives.

## DRAMA

**DRA 111** Theatre Appreciation 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**DRA 130** Acting I 0 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**DRA 131** Acting II 0 6 0 3  
 Prerequisites: DRA 130  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**DRA 135** Acting for the Camera I 1 4 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**DRA 136** Acting for the Camera II 1 4 0 3  
 Prerequisites: DRA 135  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course provides additional hands-on study of the camera actor's craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## ECONOMICS

**ECO 251** Prin of Microeconomics                      3     0     0     3  
Prerequisites: None  
Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**ECO 252** Prin of Macroeconomics                      3     0     0     3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: ECO 251

This course, for those who have not received credit for ECO 151, introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

## EDUCATION

**At PCC, students must complete either developmental (DRE-097, DRE-098) or transitional (ENG-002) courses prior to enrolling in EDU courses.**

**EDU 119** Intro to Early Child Educ                      4     0     0     4  
Prerequisites: None  
Corequisites: None

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.

**EDU 131** Child, Family, and Community                      3     0     0     3  
Prerequisites: None  
Corequisites: None  
Local Prerequisite: DRE 097 or ENG 002

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. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EDU 144** Child Development I                                      3     0     0     3  
Prerequisites: None  
Corequisites: None  
Local Prerequisite: DRE 097 or ENG 002

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EDU 145** Child Development II                                      3     0     0     3  
Prerequisites: None  
Corequisites: None  
Local Prerequisite: DRE 097 or ENG 002

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EDU 146** Child Guidance    3     0     0     3  
Prerequisites: None  
Corequisites: None  
Local Prerequisite: DRE 097 or ENG 002

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.

**EDU 149** Autism Technical Concepts 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 097 or ENG 002

This course is an introduction to Autism Spectrum Disorders and the skills and competencies needed to work within programs and facilities providing supervised services to persons diagnosed with ASD. Topics include knowledge of characteristics and services, evidence-based practices to address social, behavioral, educational, developmental and communication needs through appropriate assessment, planning, implementation of services, and strategies for effective family/community engagement and advocacy for persons with ASD. Upon completion, students should be able to demonstrate knowledge of the characteristics of ASD, application of techniques and interventions used when working with the ASD population, understanding of how to write and implement plans to provide approved documentation, and provide hands-on experiences within programs or facilities serving persons with ASD.

**EDU 151** Creative Activities 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: DRE 097 or ENG 002  
 Local Corequisites: EDU 151A

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

**EDU 151A** Creative Activities Lab 0 2 0 1  
 Prerequisites: None  
 Corequisites: EDU 151  
 Local Prerequisite: DRE 097 or ENG 002

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

**EDU 153** Health, Safety, and Nutrition 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: DRE 097 or ENG 002

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.

**EDU 184** Early Child Intro Pract 1 3 0 2  
 Prerequisites: EDU 119  
 Corequisites: None  
 Local Prerequisites: DRE 097 or ENG 002 *and* EDU 144, EDU 145, EDU 146, and EDU 151

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

**EDU 216** Foundations of Education 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: DRE 098 or ENG 002 with grade P2

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EDU 221** Children with Exceptionalities 3 0 0 3  
 Prerequisites: EDU 144 and EDU 145 *or* PSY 244 and PSY 245  
 Corequisites: None  
 Local Prerequisite: DRE 098 or ENG 002 with grade P2

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EDU 234** Infants, Toddlers, and Twos 3 0 0 3  
 Prerequisites: EDU 119  
 Corequisites: None  
 Local Prerequisite: DRE 098 or ENG 002 with grade P2

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.

**EDU 235** School-Age Develop & Programs      3      0      0      3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: DRE 098 or ENG 002 with grade P2

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.

**EDU 250** Teacher Licensure Preparation      3      0      0      3  
 Prerequisites: ENG 111 *and* MAT 143, MAT 152, or MAT 171  
 Corequisites: None

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance-based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

**EDU 251** Exploration Activities      3      0      0      3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: DRE 098 or ENG 002 with grade P2

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

**EDU 261** Early Childhood Admin I      3      0      0      3  
 Prerequisites: None  
 Corequisites: EDU 119 *and* DRE 098, ENG 002, or ENG 111  
 Local Prerequisite: DRE 098 or ENG 002 with grade P2

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.

**EDU 262** Early Childhood Admin II      3      0      0      3  
 Prerequisites: EDU 119 and EDU 261 *and* DRE 098, ENG 002, or ENG 111  
 Corequisites: None

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.

**EDU 280** Language/Literacy Experiences      3      0      0      3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: DRE 098 or ENG 002 with grade P2

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.

**EDU 284** Early Child Capstone Prac      1      9      0      4  
 Prerequisites: EDU 119, EDU 151, EDU 146 *and* EDU 144 and EDU 145 *or* PSY 244 and PSY 245 *or* PSY 245 and EDU 144 *or* PSY 244, EDU 145  
 Corequisites: None  
 Local Prerequisite: DRE 098 or ENG 002 with grade P2

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.

## ENGINEERING

**EGR 120** Eng and Design Graphics      2      2      0      3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces the graphical tools for engineering and design communications. Emphasis is placed upon selecting the appropriate methods and tools and conveying ideas using sketches, orthographic views and projections, and computer graphics applications. Upon completion, students should be able to communicate essential features or two-dimensional and three-dimensional objects using the proper tools and methods.

**EGR 125** Appl Software for Tech 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software such as spreadsheets, word processing, graphics, and Internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats.

**EGR 150** Intro to Engineering 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisite: ACA 122  
 Additional Fees: \$7.50

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EGR 214** Num Methods for Engineers 3 0 0 3  
 Prerequisite: MAT 272  
 Corequisite: None

This course introduces contemporary methods and tools for numerical analysis in engineering. Topics include numerical methods in differentiation, integration, root-finding, linear and non-linear regressions. Upon completion, students should be able to demonstrate: basic structured programming concepts involving decision making, loops, functions, and parameter passing; common numerical methods used in engineering analysis; estimation of the amount of error inherent in different numerical methods; assessment of numerical efficiency; method assessment of numerical efficiency; and convergence properties of different numerical methods. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EGR 220** Engineering Statics 3 0 0 3  
 Prerequisites: PHY 251  
 Corequisites: MAT 272  
 Local Prerequisites: MAT 272 and PHY 251; with a grade of C or better

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EGR 250** Statics/Strength of Mater 4 3 0 5  
 Prerequisites: MAT 121 or MAT 171  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams,

columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

**EGR 285** Design Project 0 4 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DFT 151  
 Additional Fees: \$15.00 Lab

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

## ELECTRICITY

**ELC 111** Intro to Electricity 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

**ELC 112** DC/AC Electricity 3 6 0 5  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

**ELC 113** Residential Wiring 2 6 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

**ELC 114** Commercial Wiring 2 6 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

**ELC 115 Industrial Wiring** 2 6 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

**ELC 117 Motors and Controls** 2 6 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**ELC 118 National Electrical Code** 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

**ELC 119 NEC Calculations** 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

**ELC 125 Diagrams and Schematics** 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

**ELC 128 Intro to PLC** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

**ELC 131 Circuit Analysis I** 3 3 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

**ELC 131A Circuit Analysis I Lab** 0 3 0 1  
 Prerequisites: None  
 Corequisites: ELC 131  
 Additional Fees: \$11.25 Lab

This course provides Laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

**ELC 213 Instrumentation** 3 2 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

**ELC 220 Photovoltaic Sys Tech** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

**ELC 228 PLC Applications** 2 6 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

## ELECTRONICS

**ELN 131** Analog Electronics I 3 3 0 4

Prerequisites: None

Corequisites: None

Local Prerequisites: ELC 112 or ELC 131

Additional Fees: \$11.25 Lab

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

**ELN 132** Analog Electronics II 3 3 0 4

Prerequisites: None

Corequisites: None

Local Prerequisites: ELC 131

Additional Fees: \$11.25 Lab

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

**ELN 133** Digital Electronics 3 3 0 4

Prerequisites: None

Corequisites: None

Additional Fees: \$11.25 Lab

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large-scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

**ELN 229** Industrial Electronics 3 3 0 4

Prerequisites: None

Corequisites: None

Additional Fees: \$11.25 Lab

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

**ELN 232** Intro to Microprocessors 3 3 0 4

Prerequisites: None

Corequisites: None

Local Prerequisites: ELN 133

Additional Fees: \$11.25 Lab

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

**ELN 234** Communication Systems 3 3 0 4

Prerequisites: None

Corequisites: None

Additional Fees: \$11.25 Lab

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

**ELN 275** Troubleshooting 1 3 0 2

Prerequisites: None

Corequisites: None

Additional Fees: \$11.25 Lab

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

## EMERGENCY MEDICAL SCIENCE

**EMS 110** EMT 6 6 3 9

Prerequisites: None

Corequisites: None

Local Prerequisites: Enrollment in EMS program

Additional Fees: \$49.00 EMT Testing, \$22.50 Lab, \$16.00 Malpractice

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

**EMS 122** EMS Clinical Practicum I 0 0 3 1

Prerequisites: EMS 110

Corequisites: None

Local Prerequisites: Enrollment in EMS program

Additional Fees: \$183.50 EMS Testing, FISDAP and Platinum Planner

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.

**EMS 125** EMS Instructor Methodology 2 2 0 3

Prerequisites: None

Corequisites: None

Local Prerequisites: Enrollment in EMS program

Additional Fees: \$7.50 Lab

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.



**EMS 130 Pharmacology** 3 3 0 4  
 Prerequisites: EMS 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$11.25 Lab

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

**EMS 131 Advanced Airway Management** 1 2 0 2  
 Prerequisites: EMS 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$7.50 Lab

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

**EMS 140 Rescue Scene Management** 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$11.25 Lab

This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

**EMS 150 Emerg Vehicles & EMS Comm** 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$11.25 Lab

This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

**EMS 160 Cardiology I** 2 3 0 3  
 Prerequisites: EMS 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$11.25 Lab

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

**EMS 210 Adv. Patient Assessment** 1 3 0 2  
 Prerequisites: EMS 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$11.25 Lab

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

**EMS 220 Cardiology II** 2 3 0 3  
 Prerequisites: EMS 122, EMS 130, and EMS 160  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$11.25 Lab

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

**EMS 221 EMS Clinical Practicum II** 0 0 6 2  
 Prerequisites: EMS 121 or EMS 122  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

**EMS 231 EMS Clinical Pract III** 0 0 9 3  
 Prerequisites: EMS 221  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$16.00 Malpractice

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

**EMS 240 Patients w/ Special Challenges** 1 2 0 2  
 Prerequisites: EMS 122 and EMS 130  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$7.50 Lab

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

**EMS 241** EMS Clinical Practicum IV 0 0 12 4  
 Prerequisites: EMS 231  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

**EMS 250** Medical Emergencies 3 3 0 4  
 Prerequisites: EMS 122 and EMS 130  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$11.25 Lab

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

**EMS 260** Trauma Emergencies 1 3 0 2  
 Prerequisites: EMS 122 and EMS 130  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$11.25 Lab

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multisystem trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

**EMS 270** Life Span Emergencies 2 2 0 3  
 Prerequisites: EMS 120, EMS 130, and EMS-131  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$11.25 Lab

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.

**EMS 280** EMS Bridging Course 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$7.50 Lab

This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon

completion, students should be able to integrate emerging trends in pre-hospital care.

**EMS 285** EMS Capstone 1 3 0 2  
 Prerequisites: EMS 220, EMS 250, and EMS 260  
 Corequisites: None  
 Local Prerequisites: Enrollment in EMS program  
 Additional Fees: \$11.25 Lab

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

## ENGLISH

**ENG 002** Transition English 0 6 0 3  
 Prerequisites: None  
 Corequisites: None

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.

**ENG 011** Writing and Inquiry Support 1 2 0 2  
 Prerequisites: None  
 Corequisites: None

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.

**ENG 111** Writing and Inquiry 3 0 0 3  
 Prerequisites: DRE 098 or ENG 002  
 Corequisites: ENG 011

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

**ENG 112** Writing/Research in the Disc 3 0 0 3  
 Prerequisites: ENG 111  
 Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the CAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

**ENG 125** Creative Writing I 3 0 0 3  
 Prerequisites: ENG 111  
 Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ENG 231** American Literature I 3 0 0 3  
 Prerequisites: ENG 112, ENG 113, or ENG 114  
 Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**ENG 232** American Literature II 3 0 0 3  
 Prerequisites: ENG 112, ENG 113, or ENG 114  
 Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been designated a Writing Intensive course. This is a Universal General Education Transfer Component (UGETC) course.*

**ENG 241** British Literature I 3 0 0 3  
 Prerequisites: ENG 112, ENG 113, or ENG 114  
 Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**ENG 242** British Literature II 3 0 0 3  
 Prerequisites: ENG 112, ENG 113, or ENG 114  
 Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been designated a Writing Intensive course. This is a Universal General Education Transfer Component (UGETC) course.*

**ENG 261** World Literature I 3 0 0 3  
 Prerequisites: ENG 112, ENG 113, or ENG 114  
 Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**ENG 262** World Literature II 3 0 0 3  
 Prerequisites: ENG 112, ENG 113, or ENG 114  
 Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**ENG 273** African-American Literature 3 0 0 3  
 Prerequisites: ENG 112, ENG 113, or ENG 114  
 Corequisites: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## ENTREPRENEURSHIP

**ETR 210** Intro to Entrepreneurship 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

**ETR 220** Innovation and Creativity 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

**ETR 230** Entrepreneur Marketing 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course covers the techniques to correctly research and define the target market to increase sales for startup businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a startup business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

**ETR 240** Funding for Entrepreneurs 3 0 0 3  
Prerequisites: ACC 120  
Corequisites: None

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

**ETR 270** Entrepreneurship Issues 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.

## FRENCH

**FRE 111** Elementary French I 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**FRE 112** Elementary French II 3 0 0 3  
Prerequisites: FRE 111  
Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading and writing skills. Upon completion, students should be able to

comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**FRE 211** Intermediate French I 3 0 0 3  
Prerequisites: FRE 112  
Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**FRE 212** Intermediate French II 3 0 0 3  
Prerequisites: FRE 211  
Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

## GEOLOGY

**GEL 111** Geology 3 2 0 4  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**GEL 113** Historical Geology 3 2 0 4  
Prerequisites: GEL 111 or GEL 120  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. *This course has been approved for transfer under the CAA as a general education course in Natural Science.*

**GEL 230** Environmental Geology 3 2 0 4  
Prerequisites: GEL 111, GEL 120, or PHS 130  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. *This course has been approved for transfer under the CAA as a general education course in Natural Science.*

## GRAPHIC DESIGN

### GRD 110 Typography I 2 2 0 3

Prerequisites: None

Corequisites: None

Local Corequisites: GRD 151

Additional Fees: \$7.50 Lab

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

### GRD 111 Typography II 2 2 0 3

Prerequisites: GRD 110

Corequisites: None

Additional Fees: \$7.50 Lab

This course is a continuation of GRD 110. Emphasis is placed on solving challenging typographic problems. Upon completion, students should be able to understand and demonstrate advanced typographic applications.

### GRD 121 Drawing Fundamentals I 1 3 0 2

Prerequisites: None

Corequisites: None

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

### GRD 131 Illustration I 1 3 0 2

Prerequisites: ART 131, DES 125, or GRD 121

Corequisites: None

Local Prerequisite: GRD 142

Additional Fees: \$11.25 Lab

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

### GRD 141 Graphic Design I 2 4 0 4

Prerequisites: None

Corequisites: None

Local Corequisites: GRD 151

Additional Fees: \$15.00 Lab

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

### GRD 142 Graphic Design II 2 4 0 4

Prerequisites: ART 121, DES 135, or GRD 141

Corequisites: None

Additional Fees: \$15.00 Lab

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

### GRD 151 Computer Design Basics 1 4 0 3

Prerequisites: None

Corequisites: None

Additional Fees: \$15.00 Lab

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

### GRD 152 Computer Design Tech I 1 4 0 3

Prerequisites: GRD 151

Corequisites: None

Additional Fees: \$15.00 Lab

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

### GRD 153 Computer Design Tech II 1 4 0 3

Prerequisites: GRD 152

Corequisites: None

Additional Fees: \$15.00 Lab

This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale.

### GRD 156 Computer Design Apps I 0 3 0 1

Prerequisites: None

Corequisites: GRD 151

Additional Fees: \$11.25 Lab

This course is designed to provide additional hands-on training with computer software applications. Emphasis is placed on utilizing various computer applications to create and develop simple graphic designs. Upon completion, students should be able to use the computer as a creative tool.

### GRD 157 Computer Design Apps II 0 3 0 1

Prerequisites: None

Corequisites: GRD 152

This course is designed to provide additional hands-on training with computer software applications. Emphasis is placed on utilizing appropriate computer applications to create and develop intermediate graphic designs. Upon completion, students should be able to produce intermediate graphic design projects using the computer.

**GRD 188** Graphic Design for Web I 2 3 0 3  
 Prerequisite: GRD 141  
 Corequisite: None

This course introduces the application of graphic design principles to web sites and graphics for web/mobile device delivery. Emphasis is placed on the visual communication and presentation principles applied to web sites, including page layout, typography, color theory, navigation, responsive design, and image optimization. Upon completion, students should be able to apply the principles of design in the creation of full and mobile websites.

**GRD 241** Graphic Design III 2 4 0 4  
 Prerequisites: DES 136 or GRD 142  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

**GRD 265** Digital Print Production 1 4 0 3  
 Prerequisites: GRD 151 or GRA 151  
 Corequisites: None  
 Local Corequisites: GRD 280  
 Additional Fees: \$15.00 Lab

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.

**GRD 271** Multimedia Design I 1 3 0 2  
 Prerequisites: GRD 151 or GRA 151  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audio video, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

**GRD 280** Portfolio Design 2 4 0 4  
 Prerequisites: GRD 142 and GRD 152 or GRA 152  
 Corequisites: None  
 Local Prerequisites: GRD 151 and GRD 241 or GRD 249  
 Additional Fees: \$15.00 Lab

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

**GRD 281** Design of Advertising 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: GRD 142  
 Additional Fees: \$11.25 Lab

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to produce advertising for various media and demonstrate an understanding of the complexities and relationships involved in advertising design.

**GRD 288** Graphic Design for Web II 2 3 0 3  
 Prerequisite: GRD 188  
 Corequisite: None

This course covers the advanced use of graphic design principles in front-end design for the multi-page websites. Emphasis is placed on online branding, responsive design, project management, UI/UX, web design using current web standards, and designing for content management systems. Upon completion, students should be able to employ the principles of design in the creation of websites across multiple platforms and devices.

## GERONTOLOGY

**GRO 120** Gerontology 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Permission from instructor

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

**GRO 150** Substance Use and Aging 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces methods to prevent and reduce substance addiction within the older adult population. Emphasis is placed on understanding problems associated with alcohol, drug and medication misuse in addition to signs, symptoms and treatment options. Upon completion, the student should be able to describe how substance use and abuse impacts the quality of life for the older adult population.

**GRO 220** Psy/Soc Aspects of Aging 3 0 0 3  
 Prerequisites: PSY 150  
 Corequisites: None

This course introduces the individual and social aspects of the aging process. Topics include psychological and social factors of aging; roles of older adults within families, work, and community; and adjustments to aging and retirement.

**GRO 230** Health, Wellness, & Nutrit 3 2 0 4  
 Prerequisites: None  
 Corequisites: None

This course covers basic concepts of health, wellness, and nutrition related to aging. Emphasis is placed on nutrition and diet, physical activity and exercise, and maintenance of wellbeing. Upon completion, students should be able to identify health, wellness, and nutrition concepts related to aging.

**GRO 240** Gerontology Care Managing 3 0 0 3  
 Prerequisites: GRO 120  
 Corequisites: None

This course covers community resources; discusses care management, including assessment, care-planning, evaluation, issues of family, high-risk and self-care. Topics include funding, eligibility for community and health resources, care management protocols, care plan development, identification of major resources and barriers to self-care. Upon completion, students will be able to develop a care plan for older adults at various levels of needs, including community and health resources.

**GRO 250** Aging Policies Programs & Serv 2 0 0 2  
 Prerequisites: GRO 120  
 Corequisites: None

This course covers the development of state and federal policies, programs, and services for an aging population as a result of demographic shifts. Topics include initial federal programs addressing aging issues, emerging challenges and trends, the role of needs assessment and outcome measures that shape policies, and contemporary issues. Upon completion, students should be able to articulate about initial federal programs; assess emerging challenges and trends; demonstrate the value of needs assessments; and identify contemporary issues.

## HEALTH

**HEA 110** Personal Health/Wellness 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## HISTORY

**HIS 111** World Civilizations I 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 or ENG 002

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**HIS 112** World Civilizations II 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 or ENG 002

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**HIS 131** American History I 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 or ENG 002

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**HIS 132** American History II 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 or ENG 002

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

## HEALTH INFORMATION TECHNOLOGY

**HIT 110** Fundamentals of HIM 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program or permission from instructor

This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations and initiatives; payment and reimbursement systems, healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends.

**HIT 112 Health Law and Ethics** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from Instructor

This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

**HIT 114 Health Data Sys/Standards** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Additional Fees: \$11.25 Lab

This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

**HIT 124 Prof Practice Exp II** 0 0 3 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Local Corequisites: HIT 211  
 Additional Fees: \$16.00 Malpractice

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

**HIT 210 Healthcare Statistics** 2 2 0 3  
 Prerequisites: MAT 110 or MAT 143  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Additional Fees: \$7.50 Lab

This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

**HIT 211 ICD Coding** 2 6 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: BIO 169, MED 122 *and* Acceptance in HIT program *or* permission from instructor  
 Local Corequisites: HIT 124 and HIT 226  
 Additional Fees: \$22.50 Lab

This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

**HIT 214 CPT/Other Coding Systems** 1 3 0 2  
 Prerequisites: HIT 211  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Additional Fees: \$11.25 Lab

This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

**HIT 215 Reimbursement Methodology** 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Local Corequisites: HIT 214  
 Additional Fees: \$7.50 Lab

This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, charge master maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

**HIT 216 Quality Management** 1 3 0 2  
 Prerequisites: HIT 114  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Additional Fees: \$11.25 Lab

This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.



**HIT 218** Mgmt Principles in HIT 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor

This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

**HIT 220** Health Informatics & EHRs 1 2 0 2  
 Prerequisites: HIT 114 *and* CIS 110 or CIS 111  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor  
 Additional Fees: \$7.50

This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, speech & imaging technology, information/network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

**HIT 224** Prof Practice Exp IV 0 0 6 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor; to be taken in final semester of HIT program  
 Additional Fees: \$16.00 Malpractice

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**HIT 225** Healthcare Informatics 3 2 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: HIT 220 *and* acceptance in HIT program *or* permission from instructor  
 Additional Fees: \$7.50 Lab

This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues and make improvement recommendations.

**HIT 226** Principles of Disease 3 0 0 3  
 Prerequisites: BIO 166 or BIO 169  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical

signs and symptoms, prognosis, and common complications and their management.

**HIT 280** Professional Issues 2 0 0 2  
 Prerequisites: HIT 211  
 Corequisites: None  
 Local Prerequisites: Acceptance in HIT program *or* permission from instructor; to be taken in final semester of HIT program

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

## HEALTHCARE MANAGEMENT

**HMT 110** Intro to Healthcare Mgt 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

**HMT 210** Medical Insurance 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.

**HMT 211** Long-Term Care Admin 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home healthcare, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to distinguish between the different long-term care offerings, criteria for use, and benefits of the patient, resident, and participant.

**HMT 212** Mgt of Healthcare Org 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

**HMT 215** Legal Asp of Healthcare Admin 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides a practical examination of healthcare law from the administrative perspective. Emphasis is placed on healthcare law with a working knowledge of ways to improve quality and the legal delivery of healthcare. Upon completion, students should be able to understand and apply healthcare laws as they relate to the financing, delivery, privacy, and malpractice of healthcare organizations.

**HMT 220** Healthcare Financial Mgmt 4 0 0 4  
 Prerequisites: HMT 110 and ACC 120  
 Corequisites: None  
 Local Prerequisites: HMT 210

This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

**HMT 225** Practice Mgmt. Simulation 2 2 0 3  
 Prerequisites: HMT 210  
 Corequisites: HMT 220  
 Additional Fees: \$7.50 Lab

This course introduces medical systems used to process and analyze information in the automated office. Emphasis is placed on daily processing of patient services, management reporting used to monitor productivity and interactive database reporting and analysis. Upon completion, students should be able to process daily services, generate and interpret management reports and utilize key indicators for monitoring practice productivity.

## HORTICULTURE

**HOR 112** Landscape Design I 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fee: \$11.25 Lab

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

**HOR 114** Landscape Construction 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

**HOR 116** Landscape Management I 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

**HOR 134** Greenhouse Operations 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

**HOR 160** Plant Materials I 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

**HOR 162** Applied Plant Science 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

**HOR 164** Hort Pest Management 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

**HOR 166** Soils & Fertilizers 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

**HOR 168** Plant Propagation 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fee: \$7.50 Lab

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

**HOR 215** Landscape Irrigation 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.

**HOR 225** Nursery Production 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop.

**HOR 235** Greenhouse Production 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

**HOR 273** Hor Mgmt & Marketing 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

## HEALTH SCIENCES

**HSC 110** Orientation to Health Careers 1 0 0 1  
 Prerequisites: None  
 Corequisites: None

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

## HUMAN SERVICES

**HSE 110** Intro to Human Services 2 2 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, and disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

**HSE 112** Group Process I 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the HSE program *or* permission from instructor

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

**HSE 115** Health Care Concepts 3 2 0 4  
 Prerequisites: None  
 Corequisites: None

This course covers basic aspects of health and medical care. Emphasis is placed on the mental, social, and physical needs of various groups; first aid in emergency situations; and medical/legal ethics. Upon completion, students should be able to identify various health/medical situations, obtain appropriate certifications, and understand the medical/legal ramifications of health care.

**HSE 123** Interviewing Techniques 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

**HSE 125 Counseling** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

**HSE 130 Change Agency Lab I** 0 2 0 1  
 Prerequisites: HSE 112  
 Corequisites: None

This course provides a supervised, off-campus, three-day human relations training Lab. Emphasis is placed on providing a small group experience to practice the interpersonal and group skills covered in HSE 112. Upon completion, students should be able to demonstrate group facilitation skills in a small group setting.

**HSE 135 Orientation Lab I** 0 2 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the HSE program

This course is designed to promote professional, program, and personal identification with the human services field. Emphasis is placed on interpersonal communication, verbal and nonverbal interactions, and team building. Upon completion, students should be able to identify with the human services profession and demonstrate basic team-building skills.

**HSE 210 Human Services Issues** 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Successful completion of 12 SHC in the HSE Program

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

**HSE 212 Group Process II** 1 2 0 2  
 Prerequisites: HSE 112  
 Corequisites: None  
 Local Prerequisites: Permission from instructor

This course is a continuation of the study of interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to demonstrate their ability to communicate with others and facilitate communications between others.

**HSE 220 Case Management** 2 2 0 3  
 Prerequisites: HSE 110  
 Corequisites: None

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

**HSE 225 Crisis Intervention** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

**HSE 230 Change Agency Lab II** 0 2 0 1  
 Prerequisites: HSE 112  
 Corequisites: None  
 Local Prerequisites: Permission from instructor

This course provides a second supervised, off-campus, three-day human relations training Lab. Emphasis is placed on providing a small group experience to practice the interpersonal and group skills covered in HSE 112. Upon completion, students should be able to demonstrate group facilitation skills in a small group setting.

**HSE 251 Activities Planning** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational activities. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals to maintain quality of life.

**HSE 255 Health Prob & Prevent** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None

This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

## HUMANITIES

**HUM 110 Technology and Society** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**HUM 115 Critical Thinking** 3 0 0 3  
 Prerequisites: ENG 002, BSP 4002, or ENG 111  
 Corequisites: None  
 Local Corequisites: ENG 111

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in

the analysis of appropriate texts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course may meet the SACS humanities requirement for AAS degree programs.*

**HUM 120** Cultural Studies 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**HUM 130** Myth in Human Culture 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**HUM 140** History of Architecture 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. *This course has been approved to satisfy the CAA pre-major and/or elective course requirement.*

**HUM 180** Internat Cultural Explor 2 3 0 3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: Permission from instructor

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. This course is offered only for students participating in a PCC Abroad study-travel program. The Lab fee for this course is based on the total cost of the study-travel experience. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## HYDRAULICS

**HYD 110** Hydraulics/Pneumatics I 2 3 0 3  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able

to understand the operation of a fluid power system, including design, application, and troubleshooting.

## INTERNATIONAL BUSINESS

**INT 110** International Business 3 0 0 3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: BUS 110

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

## INDUSTRIAL SCIENCE

**ISC 112** Industrial Safety 2 0 0 2  
Prerequisites: None  
Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

**ISC 115** Construction Safety 2 0 0 2  
Prerequisites: None  
Corequisites: None

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

**ISC 121** Envir Health & Safety 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

**ISC 131** Quality Management 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

**ISC 132** Mfg Quality Control 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

**ISC 135** Principles of Industrial Mgmt 4 0 0 4  
 Prerequisites: None  
 Corequisites: None

This course covers the managerial principles and practices required for organizations to succeed in modern industry, including quality and productivity improvement. Topics include the functions and roles of all levels of the management, organization design, planning and control of manufacturing operation, managing conflict, group dynamics, and problem solving skills. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

**ISC 136** Productivity Analysis I 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers methods of measuring, analyzing, and improving productivity. Topics include methods analysis, standardized practices, process analysis, and human factors. Upon completion, students should be able to apply productivity improvement techniques.

**ISC 140** Detailed Sched./Planning 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.

**ISC 170** Problem-Solving Skills 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

**ISC 221** Statistical Qual Control 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.

**ISC 233** Industrial Org & Mgmt 3 0 0 3  
 Prerequisites: ISC 135  
 Corequisites: None

This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses.

**ISC 243** Prod & Oper Management I 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems.

## LANDSCAPE ARCHITECTURE

**LAR 111** Intro to Landscp Arc Tech 1 6 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces basic architectural drafting techniques, lettering, and use of architectural and engineering scales. Topics include creating landscape architectural plans, sections and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum landscape architectural standards.

## AUTOMOTIVE LIGHT-DUTY DIESEL

**LDD 112** Intro Light-Duty Diesel 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.

**LDD 181** Ldd Fuel Systems 2 6 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers the light-duty diesel fuel delivery systems in on-road applications including hydraulic electronically controlled unit injectors, common-rail, mechanical pumps, and emerging technologies. Topics include diesel combustion theory, fuel system components, electronic and mechanical controls, and fuel types and chemistries that are common to the light-duty diesel engines. Upon completion, students should be able to demonstrate skills necessary to inspect, test, and replace fuel delivery components using appropriate service information and tools.

**LDD 183** Air, Exhaust, Emissions 2 6 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers terminology, theory and operation of air induction and boost technologies, exhaust, and emission controls used in light-duty diesel engines. Topics include component identification, operation, diagnosis and repair of air delivery systems including turbochargers, diesel particulate filters and other exhaust catalysts. Upon completion, students should be able to demonstrate skills necessary to research service information, and inspect, test, and repair induction, boost, and after-treatment components.

**LDD 284** LDD Test and Diagnosis 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers fundamentals of electronic engine management with an emphasis on diagnostic procedures and on-board diagnostic (OBD) systems in light-duty diesels. Topics include adaptive closed-loop controls, high-voltage injection systems, OBD fault detection, and government rules and regulations. Upon completion, students should be able to utilize diagnostic resources and equipment, identify and troubleshoot electronic malfunctions, and complete repairs on light-duty diesels.

## LEGAL EDUCATION

**LEX 110** Intro to Paralegal Study 2 0 0 2  
 Prerequisites: None  
 Corequisites: None

This course introduces the paralegal profession and the legal system and an emphasis is placed on the role of professional and legal ethics. Topics include regulation, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to understand the role of a paralegal and identify the skills, knowledge and ethics required of paralegals.

**LEX 120** Legal Research/Writing I 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111 or ENG 112

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

**LEX 121** Legal Research/Writing II 2 2 0 3  
 Prerequisites: LEX 120  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

**LEX 130** Civil Injuries 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111 or ENG 112

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

**LEX 140** Civil Litigation I 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: LEX 130

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

**LEX 141** Civil Litigation II 2 2 0 3  
 Prerequisites: LEX 140  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

**LEX 150** Commercial Law I 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111 or ENG 112

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

**LEX 151** Commercial Law II 3 0 0 3  
 Prerequisites: LEX 150  
 Corequisites: None

This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.

**LEX 160** Criminal Law & Procedure 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111 or ENG 112

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

**LEX 170** Administrative Law 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111 or ENG 112

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

**LEX 210** Real Property I 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111 or ENG 112

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

**LEX 211** Real Property II 1 4 0 3  
 Prerequisites: LEX 210  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

**LEX 240** Family Law 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111 or ENG 112

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

**LEX 250** Wills, Estates, & Trusts 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111 or ENG 112  
 Additional Fees: \$7.50 Lab

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

**LEX 260** Bankruptcy and Collections 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: LEX 150

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

**LEX 280** Ethics & Professionalism 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: LEX 121 *or* permission from instructor

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

## LANDSCAPE GARDENING

**LSG 121** Fall Gardening Lab 0 6 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

**LSG 122** Spring Gardening Lab 0 6 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.



## MACHINING

**MAC 114** Intro to Metrology 2 0 0 2  
Prerequisites: None  
Corequisites: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

**MAC 121** Intro to CNC 2 0 0 2  
Prerequisites: None  
Corequisites: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**MAC 122** CNC Turning 1 3 0 2  
Prerequisites: None  
Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**MAC 124** CNC Milling 1 3 0 2  
Prerequisites: None  
Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

**MAC 141** Machining Applications I 2 6 0 4  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

**MAC 142** Machining Applications II 2 6 0 4  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

**MAC 143** Machining Appl III 2 6 0 4  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$22.50 Lab

This course provides instruction in the field of advanced machining. Emphasis is placed on creating complex components, close-tolerance machining, precise measurement, and proper equipment usage. Upon completion, students should be able to demonstrate the ability to produce an accurately machined component with a quality finish using the proper machining process.

**MAC 151** Machining Calculations 1 2 0 2  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

**MAC 228** Advanced CNC Processes 2 3 0 3  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$11.25 Lab

This course covers advanced programming, setup, and operation of CNC turning centers and CNC milling centers. Topics include advanced programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture complex parts using CNC turning and milling centers.

**MAC 231** CAM: CNC Turning 1 4 0 3  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$15.00 Lab

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, and operational sequence, speed, feed, and cutting depth.

**MAC 232** CAM: CNC Milling 1 4 0 3  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$15.00 Lab

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

**MAC 233** Appl in CNC Machining 2 12 0 6  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$45.00 Lab

This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.

## MAMMOGRAPHY

**MAM 101** Mam Proc & Image Analysis 3 3 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in the Mammography program  
 Additional Fees: \$11.25 Lab

This course provides the fundamentals of mammography positioning, patient care, and image analysis. Topics include breast anatomy/physiology, pathology and treatment of breast disease, patient preparation/education, mammographic procedures, and interventional procedures. Upon completion, students should be able to demonstrate competence in these areas.

**MAM 102** Mam Instrumentation & QA 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in the Mammography program

This course is a comprehensive study of physics, instrumentation, quality assurance, and quality control for digital mammography imaging systems. Topics include system components, imaging principles, and guidelines for selecting exposure factors. Upon completion, students should be able to demonstrate an understanding of mammographic equipment, quality assurance, and quality control.

**MAM 103** Digital Mammography 1 0 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in the Mammography program

This course is a comprehensive study of digital mammography. Topics include producing digital mammograms, understanding image processing, display, archive, and communication techniques, and determining proper image quality, radiation dose, and quality control procedures. Upon completion students should be able to demonstrate the concepts of digital imaging, the process to produce digital mammograms, and the establishment of QC procedures.

**MAM 104** Digital Breast Tomosynthesis 1 0 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in the Mammography program

This course is a comprehensive study of digital breast tomosynthesis (DBT). Topics include the technology of DBT, application of DBT in the clinic setting, digital detector technology, the role of DBT in detecting breast cancer, and performing quality control procedures. Upon completion, students should be able to demonstrate the concepts of digital breast tomosynthesis, understand the application and role of DBT in the clinic setting, and perform quality control procedures.

**MAM 105** Mammography Clinical Ed 0 0 15 5  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in the Mammography program  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course provides the opportunity to apply knowledge gained from classroom instruction to the mammography clinical setting. Emphasis is placed on patient care and positioning, mammographic procedures, interventional/special examinations, image analysis, and quality control testing. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**MAM 109** Mammography Capstone 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in the Mammography program

This course provides an overview of mammographic topics as practiced in the didactic and clinical settings. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the comprehensive knowledge required of an entry-level mammographer.

## MATHEMATICS

*Enrollment in any non-developmental math course more than two times requires the written permission from the Math/Physics department chair.*

**MAT 003** Transition Math 0 6 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides an opportunity to customize foundational math content in specific math 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 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.

**MAT 010** Math Measurement & Literacy Su 0 2 0 1  
 Prerequisites: None  
 Corequisites: None

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.

**MAT 021** Algebra/Trigonometry I Support 1 2 0 2  
 Prerequisites: None  
 Corequisites: None

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry 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 Algebra/Trigonometry I by obtaining skills through a variety

of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

**MAT 043** Quantitative Literacy Support                      1        2        0        2  
Prerequisites: None  
Corequisites: None

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.

**MAT 052** Statistical Methods I Support                      1        2        0        2  
Prerequisites: None  
Corequisites: None

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.

**MAT 071** Precalculus Algebra Support                      0        4        0        2  
Prerequisites: None  
Corequisites: None

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.

**MAT 110** Math Measurement & Literacy                      2        2        0        3  
Prerequisites: MAT 003 or BSP 4003  
Corequisites: MAT 010  
Additional Fees: \$7.50 Lab

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

**MAT 121** Algebra/Trigonometry I                      2        2        0        3  
Prerequisites: MAT 003 or BSP 4003  
Corequisites: MAT 021  
Additional Fees: \$7.50 Lab

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will

be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

**MAT 122** Algebra/Trigonometry II                      2        2        0        3  
Prerequisites: MAT-121  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. *Available to students enrolled in Electronics and Mechanical Engineering Technology.*

**MAT 143** Quantitative Literacy                      2        2        0        3  
Prerequisites: DRE 098 or ENG 002 or ENG 111 **and** MAT 003 or BSP 4003  
Corequisites: MAT 043  
Additional Fees: \$7.50 Lab

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 152** Statistical Methods I                      3        2        0        4  
Prerequisites: DRE 098 or ENG 002 or BSP 4002 **and** MAT 003 or BSP 4003  
Corequisites: MAT 052  
Additional Fees: \$7.50 Lab

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 171** Precalculus Algebra                      3        2        0        4  
Prerequisite: MAT 121 or MAT 003 or BSP 4003  
Corequisites: MAT 071

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the CAA*

as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 172** Precalculus Trigonometry 3 2 0 4  
Prerequisites: MAT 171  
Corequisites: None

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 263** Brief Calculus 3 2 0 4  
Prerequisites: MAT 171  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 271** Calculus I 3 2 0 4  
Prerequisites: MAT 172  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 272** Calculus II 3 2 0 4  
Prerequisites: MAT 271  
Corequisites: None  
Local Prerequisites: MAT 271 with a grade of C or better  
Additional Fees: \$7.50 Lab

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

**MAT 273** Calculus III 3 2 0 4  
Prerequisites: MAT 272  
Corequisites: None  
Local Prerequisites: MAT 272 with a grade of C or better  
Additional Fees: \$7.50 Lab

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics.*

**MAT 280** Linear Algebra 2 2 0 3  
Prerequisites: MAT 271  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MAT 285** Differential Equations 2 2 0 3  
Prerequisites: MAT 272  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and Laplace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## MECHANICAL

**MEC 110** Intro to CAD/CAM 1 2 0 2  
Prerequisites: None  
Corequisites: None  
Additional Fees: \$7.50 Lab

This course introduces computer-aided drafting (CAD) and computer-aided manufacturing (CAM). Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and nontraditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

This course is a Laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the Laboratory experiences to the concepts presented in MEC 161.

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

This course 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.

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.

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.

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

**MED 120** Survey of Med Terminology 2 0 0 2  
 Prerequisites: None  
 Corequisites: None

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

**MED 121** Medical Terminology I 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122** Medical Terminology II 3 0 0 3  
 Prerequisites: MED 121  
 Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 130** Admin Office Proc I 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Medical Assisting Program  
 Additional Fees: \$7.50 Lab

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**MED 131** Admin Office Proc II 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: MED 130 and Enrollment in the Medical Assisting Program  
 Additional Fees: \$7.50 Lab

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

**MED 140** Exam Room Procedures I 3 4 0 5  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Medical Assisting Program  
 Additional Fees: \$15.00 Lab

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon

completion, students should be able to demonstrate competence in exam room procedures.

**MED 150** Laboratory Procedures I 3 4 0 5  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Medical Assisting program  
 Additional Fees: \$15.00 Lab, \$16.00 Malpractice

This course provides instruction in basic Lab techniques used by the medical assistant. Topics include Lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic Lab tests/skills based on course topics.

**MED 180** CPR Certification 0 2 0 1  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides the basic knowledge and skills necessary to perform infant, child, and adult CPR and to manage foreign body airway obstruction. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to perform the infant, child, and adult CPR.

**MED 232** Medical Insurance Coding 1 3 0 2  
 Prerequisites: None  
 Corequisites: None

This course is designed to develop coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

**MED 240** Exam Room Procedures II 3 4 0 5  
 Prerequisites: MED 140  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Medical Assisting program  
 Additional Fees: \$15.00 Lab

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

**MED 260** MED Clinical Practicum 0 0 15 5  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: MED 110, MED 131, MED 150, and MED 240;  
 Enrollment in the Medical Assisting Program  
 Local Corequisites: MED 262 and MED 264  
 Additional Fees: \$16.00 Malpractice

This course provides the opportunity to apply clinical, Laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

**MED 262 Clinical Perspectives** 1 0 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: MED 110, MED 131, MED 150, and MED 240;  
 Enrollment in the Medical Assisting program  
 Local Corequisites: MED 260 and MED 264  
 Additional Fees: \$125.00 Credential Exam

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

**MED 264 Med Assisting Overview** 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: MED 110, MED 131, MED 150, and MED 240;  
 Enrollment in the Medical Assisting program  
 Local Corequisites: MED 260 and MED 262

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, Laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

**MED 270 Symptomatology** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Medical Assisting program  
 Additional Fees: \$7.50 Lab

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

**MED 272 Drug Therapy** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Medical Assisting program

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

**MED 276 Patient Education** 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Medical Assisting program  
 Additional Fees: \$7.50 Lab

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon

completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

## MARKETING

**MKT 120 Principles of Marketing** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

**MKT 121 Retailing** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

**MKT 123 Fundamentals of Selling** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

**MKT 220 Advertising and Sales Promotio** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

**MKT 223 Customer Service** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

**MKT 225 Marketing Research** 3 0 0 3  
 Prerequisites: MKT 120  
 Corequisites: None  
 Local Prerequisites: Enrollment in Business Administration: Marketing Program

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results.

**MKT 227 Marketing Applications** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy.

**MKT 231 Health Care Marketing** 3 0 0 3  
 Prerequisites: MKT 120  
 Corequisites: None

This course is designed to help students gain an understanding of how the principles of marketing are used in a health care setting. Topics include market development, market segmentation, market research, advertising and promotion, and service development for health care marketing. Upon completion, students should be able to plan, develop, and implement a basic marketing plan for an institution within the health care industry.

**MKT 232 Social Media Marketing** 3 2 0 4  
 Prerequisites: None  
 Corequisites: None

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

### MAINTENANCE

**MNT 110 Intro to Maint Procedures** 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

**MNT 150 Basic Building Maintenance** 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the basic skills of building maintenance. Topics include basic carpentry and masonry skills including forming, framing, laying block to a line, repairing, and other related topics. Upon completion, students should be able to perform basic carpentry and masonry skills in a maintenance setting.

**MNT 160 Industrial Fabrication** 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion,

students should be able to safely fabricate and assemble selected items within specifications.

**MNT 220 Rigging and Moving** 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

**MNT 240 Industrial Equip Troubleshoot** 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electromechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

**MNT 270 Bioprocess Equip Maint** 1 3 0 2  
 Prerequisites: MNT 110  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers the equipment used in a bioprocess manufacturing facility and the techniques used to maintain and troubleshoot it. Topics include types of equipment, the role of equipment in the bioprocess manufacturing facility, troubleshooting bioprocess equipment, and the role of a bioprocess maintenance technician. Upon completion, students should be able to maintain and troubleshoot bioprocess equipment in a biotechnology manufacturing facility using work techniques appropriate for the biotechnology industry.

### MAGNETIC RESONANCE IMAGING

**MRI 210 MRI Physics and Equipment** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in CT/MRI diploma or MRI certificate program

This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.



**MRI 211** MRI Procedures 4 0 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in CT/MRI diploma or MRI certificate program

This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.

**MRI 231** MRI Clinical Practicum 0 0 33 11  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in CT/MRI diploma or MRI certificate program  
 Additional Fees: \$16.00 Malpractice

This course provides experience in the magnetic resonance clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

## MUSIC

**MUS 110** Music Appreciation 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**MUS 111** Fundamentals of Music 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 112** Introduction to Jazz 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**MUS 113** American Music 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**MUS 121** Music Theory I 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 122** Music Theory II 3 0 0 3  
 Prerequisites: MUS 121  
 Corequisites: None  
 Local Prerequisite: MUS 121 with a grade of C or better.

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various Labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and Label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 125** Aural Skills I 0 2 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: MUS 121 with a grade of C or better

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 126** Aural Skills II 0 2 0 1  
 Prerequisites: MUS 125  
 Corequisites: None

This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 131 Chorus I** 0 2 0 1  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 132 Chorus II** 0 2 0 1  
 Prerequisites: MUS 131  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 133 Band I** 0 2 0 1  
 Prerequisites: None  
 Corequisites: None

This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 134 Band II** 0 2 0 1  
 Prerequisites: MUS 133  
 Corequisites: None

This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 137 Orchestra I** 0 2 0 1  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 138 Orchestra II** 0 2 0 1  
 Prerequisites: MUS 137  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 141 Ensemble I** 0 2 0 1  
 Prerequisites: None  
 Corequisites: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 142 Ensemble II** 0 2 0 1  
 Prerequisites: MUS 141  
 Corequisites: None

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 151 Class Music I** 0 2 0 1  
 Prerequisites: None  
 Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 151P for piano.*

**MUS 152 Class Music II** 0 2 0 1  
 Prerequisites: MUS 151  
 Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 152P for piano.*

**MUS 161 Applied Music I** 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$250.00 Instructional Access

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano.*

**MUS 162 Applied Music II** 1 2 0 2  
 Prerequisites: MUS 161  
 Corequisites: None  
 Additional Fees: \$250.00 Instructional Access

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano.*

**MUS 210 History of Rock Music** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**MUS 211 History of Country Music** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the varied origins of country music and the commercialization of this are form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**MUS 217 Elementary Conducting** 1 2 0 2  
 Prerequisites: MUS 111  
 Corequisites: None

This course introduces the basic patterns and skills for conducting instrumental and vocal groups. Emphasis is placed on conducting beat patterns, expressive gestures, fermatas, accents, tempos, and rehearsal techniques. Upon completion, students should be able to demonstrate the above skills by conducting vocal and/or instrumental groups.

**MUS 221 Music Theory III** 3 0 0 3  
 Prerequisites: MUS 122  
 Corequisites: None

This course provides a comprehensive study of chromatic harmony. Emphasis is placed on advanced voice leading tasks, part writing, and analysis of chord progressions, modulations, and large-scale forms. Upon completion, students should be able to identify, notate, and analyze an array of chromatic chords, recognize the function and movement of chromatic harmonies, identify modulatory procedures, analyze formal structures including, but not limited to, binary, ternary, sonata, and rondo. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 222 Music Theory IV** 3 0 0 3  
 Prerequisites: MUS 221  
 Corequisites: None

This course provides an advanced study of chromatic harmony, scale systems, and an introduction to twentieth-century music. Emphasis is placed on advanced part writing and analysis of chromatic harmony and basic twentieth-century compositional and analytical techniques. Upon completion, students should be able to analyze complex chord progressions, advanced modulations, and elemental serial procedures; build an array of synthetic scales; and identify characteristics of twentieth-century topics including, but not limited to, atonality, serialism, minimalism, indeterminacy, and electronic music. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 225 Aural Skills III** 0 2 0 1  
 Prerequisites: MUS 126  
 Corequisites: None

This course provides advanced aural skills training in diatonicism and basic aural skills training in chromaticism. Emphasis is placed on the development of sight singing and ear training skills in complex rhythmic patterns, diatonic melodies and harmonies, and basic chromaticism. Upon completion, students should be able to utilize any solmization system while sight singing diatonic melodies with functional and non-functional chromaticism, fluently read music in multiple clefs in addition to treble and bass, identify modulations, perform complex rhythmic patterns in various meters, and dictate tonal melodies and harmonies including chromaticism. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 226 Aural Skills IV** 0 2 0 1  
 Prerequisites: MUS 225  
 Corequisites: None

This course provides advanced aural skills training in diatonicism and chromaticism. Emphasis is placed on the development of sight singing and ear training skills in chromatic melodies, chromatic harmonies, and complex rhythmic patterns. Upon completion, students should be able to utilize any solmization system while sight singing melodies containing significant chromaticism; fluently read music in multiple clefs, including treble, bass, alto, and tenor; perform and dictate rhythmic patterns in irregular and changing meters; and dictate diatonic and chromatic melodies and harmonic progressions. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 231** Chorus III 0 2 0 1  
 Prerequisites: MUS 132  
 Corequisites: None

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 232** Chorus IV 0 2 0 1  
 Prerequisites: MUS 231  
 Corequisites: None

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 233** Band III 0 2 0 1  
 Prerequisites: MUS 134  
 Corequisites: None

This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 234** Band IV 0 2 0 1  
 Prerequisites: MUS 233  
 Corequisites: None

This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 237** Orchestra III 0 2 0 1  
 Prerequisites: MUS 138  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 238** Orchestra IV 0 2 0 1  
 Prerequisites: MUS 237  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has*

*been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 241** Ensemble III 0 2 0 1  
 Prerequisites: MUS 142  
 Corequisites: None

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 242** Ensemble IV 0 2 0 1  
 Prerequisites: MUS 241  
 Corequisites: None

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 251** Class Music III 0 2 0 1  
 Prerequisites: MUS 152  
 Corequisites: None

This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 251P for piano. The course title may be modified to reflect the instrument/voice*

**MUS 252** Class Music IV 0 2 0 1  
 Prerequisites: MUS 251  
 Corequisites: None

This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 252P for piano. The course title may be modified to reflect the instrument/voice.*

**MUS 261** Applied Music III 1 2 0 2  
 Prerequisites: MUS 162  
 Corequisites: None  
 Additional Fees: \$250.00 Instructional Access

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 262** Applied Music II 1 2 0 2  
 Prerequisites: MUS 261  
 Corequisites: None  
 Additional Fees: \$250.00 Instructional Access

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 271** Music History I 3 0 0 3  
 Prerequisites: MUS 122  
 Corequisites: None

This course is the first of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from Antiquity through the Baroque Period. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**MUS 272** Music History II 3 0 0 3  
 Prerequisites: MUS 271  
 Corequisites: None

This course is the second of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from the Classical Period to the present. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## NURSING ASSISTANT

**NAS 101** Nurse Aide I 3 4 3 6  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: Enrollment in the Nurse Aide Program  
 Additional Fees: \$15.00 Lab, \$16.00 Malpractice

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

**NAS 102** Nurse Aide II 3 2 6 6  
 Prerequisites: NAS 101  
 Corequisites: None  
 Local Prerequisite: Enrollment in the Nurse Aide Program  
 Additional Fees: \$7.50 Lab, \$16.00 Malpractice

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

## NETWORKING TECHNOLOGY

**NET 125** Introduction to Networks 1 4 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 120  
 Additional Fees: \$15.00 Lab

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

**NET 126** Routing Basics 1 4 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: NET 125  
 Additional Fees: \$15.00 Lab

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

**NET 225** Routing & Switching I 1 4 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: NET 126  
 Additional Fees: \$15.00 Lab

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

**NET 270** Building Scalable Networks 1 4 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: NET 225  
 Additional Fees: \$15.00 Lab

This course covers principles and techniques of scalable networks. Topics include building multi-layer networks, controlling overhead traffic in growing routed networks, and router capabilities used to control traffic over LANs and WANs. Upon completion, students should be able to design; implement; and improve traffic flow, reliability, redundancy, and performance in enterprise networks.

**NET 289** Networking Project 1 4 0 3  
 Prerequisites: CTI 110, CTI 120, and CTS 115  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

## NUCLEAR MEDICINE

**NMT 110** Intro to Nuclear Medicine 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

This course provides a comprehensive introduction to the field of nuclear medicine. Topics include overview of school, program, and profession; medical terminology and ethics; medical legal issues; general patient care and radiation safety practices; and departmental organization. Upon completion, students should be able to utilize various learning resources and demonstrate understanding of radiation safety standards and ethical, professional conduct.

**NMT 110A** Intro to Nuc Med Lab 0 3 0 1  
 Prerequisites: None  
 Corequisites: NMT 110  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$11.25 Lab

This course is a Laboratory to accompany NMT 110. Emphasis is placed on Laboratory experiences that enhance material presented in NMT 110. Upon completion, students should be able to apply the Laboratory experiences to the material presented in NMT 110.

**NMT 126** Nuclear Physics 2 0 0 2  
 Prerequisites: NMT 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production of radionuclides with emphasis on radionuclide generators, and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course.

**NMT 132** Overview-Clinical Nuc Med 2 0 6 4  
 Prerequisites: NMT 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$45.00 Dosimeter Badge, \$21.00 Dosimeter Ring, \$16.00 Malpractice

This course is designed to familiarize students with the clinical practice of nuclear medicine. Emphasis is placed on the routine clinical procedures, radiopharmaceuticals and dosage, equipment manipulation, and basic patient care. Upon completion, students should be able to demonstrate integration of the principles covered in the classroom with the clinical experience.

**NMT 134** Nuclear Pharmacy 2 0 0 2  
 Prerequisites: NMT 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling, disposition, and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine.

**NMT 136** Health Physics 2 0 0 2  
 Prerequisites: NMT 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

This course covers the regulations and practices that ensure minimum exposure of patients, co-workers, and self to ionizing radiation. Topics include interactions of radiation with matter, protective practices, state and federal regulatory agencies and their directives, and methods of monitoring exposure. Upon completion, students should be able to demonstrate an understanding of the regulations and practices presented in the course.

**NMT 211** NMT Clinical Practice I 0 0 21 7  
 Prerequisites: NMT 132  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclide. Upon completion, students should be able to demonstrate performance of the procedures covered in the course.

**NMT 212** Proc for Nuclear Med 2 0 0 2  
 Prerequisites: None  
 Corequisites: NMT 132  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures presented in the course.

**NMT 212A** Proc for Nuc Med I Lab 0 3 0 1  
 Prerequisites: None  
 Corequisites: NMT 212 and NMT 132  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$11.25 Lab

This course is a Laboratory to accompany NMT 212. Emphasis is placed on experiences that enhance material presented in NMT 212. Upon completion, students should be able to apply the Laboratory experiences to the concepts presented in NMT 212.

**NMT 214** Radiobiology 2 0 0 2  
 Prerequisites: NMT 110  
 Corequisites: NMT 126  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

This course covers the principles of radiation biology. Emphasis is placed on a system's sensitivity to radiation, radiation pathology, and the biological effects of radiation. Upon completion, students should be able to demonstrate an understanding of the effects of radiation in nuclear medicine.

**NMT 215** Non-Imaging Instrumentation 1 3 0 2  
 Prerequisites: NMT 132  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$11.25 Lab

This course covers the proper operation of various types of non-imaging equipment used in nuclear medicine. Emphasis is placed on principles of radiation detection, quality control procedures, various counting problems, and machine-specific operating procedures. Upon completion, students should be able to demonstrate the proper use of the devices discussed in the course.

**NMT 218** Computers in Nuc Med 2 0 0 2  
 Prerequisites: NMT 132  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

This course provides a general introduction to the operation of computers and the application of computers to the field of nuclear medicine. Topics include number systems, major system components, input/output devices, and acquisition and processing of nuclear medicine images. Upon completion, students should be able to demonstrate an understanding of the concepts presented.

**NMT 221** NMT Clinical Practice II 0 0 21 7  
 Prerequisites: NMT 132  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course.

**NMT 222** Proc for Nuclear Med II 2 0 0 2  
 Prerequisites: NMT 132  
 Corequisites: None  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program

This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course.

**NMT 222A** Proc for Nuc Med II Lab 0 3 0 1  
 Prerequisites: NMT 132  
 Corequisites: NMT 222  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$11.25 Lab

This course is a Laboratory to accompany NMT 222. Emphasis is placed on experiences that enhance material presented in NMT 222. Upon completion, students should be able to apply the Laboratory experiences to the concepts presented in NMT 222.

**NMT 289** Nuc Med Tech Topics 2 3 0 3  
 Prerequisites: NMT 211  
 Corequisites: NMT 222  
 Local Prerequisites: Enrollment in Nuclear Medicine Technology program  
 Additional Fees: \$7.50 Lab

This course covers professional practice in nuclear medicine. Emphasis is placed on the procedures vital to a clinical nuclear medicine staff technologist. Upon completion, students should be able to demonstrate a comprehensive knowledge of nuclear medicine and be prepared for the comprehensive examination.

## NETWORKING OPERATING SYSTEMS

**NOS 120** Linux/UNIX Single User 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 120  
 Additional Fees: \$7.50 Lab

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

**NOS 130** Windows Single User 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 120  
 Additional Fees: \$7.50 Lab

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

**NOS 220 Linux/Unix Admin I** 2 2 0 3  
 Prerequisites: NOS 120  
 Corequisites: None  
 Additional Fees: \$30.00 Lab

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

**NOS 230 Windows Administration I** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: NOS 130  
 Additional Fees: \$7.50 Lab

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

## NURSING

**NUR 111 Intro to Health Concepts** 4 6 6 8  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Associate Degree Nursing program  
 Additional Fees: \$35.60 Exam Soft, \$22.50 Lab, \$177.80 HESI, \$16.00 Malpractice

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 112 Health-Illness Concepts** 3 0 6 5  
 Prerequisites: NUR 111  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Associate Degree Nursing program  
 Additional Fees: \$35.60 Exam Soft, TBD HESI

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 113 Family Health Concepts** 3 0 6 5  
 Prerequisites: NUR 111  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Associate Degree Nursing program  
 Additional Fees: \$35.60, TBD HESI

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 114 Holistic Health Concepts** 3 0 6 5  
 Prerequisites: NUR 111  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Associate Degree Nursing program

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 211 Health Care Concepts** 3 0 6 5  
 Prerequisites: NUR 111  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Associate Degree Nursing program  
 Additional Fees: \$35.60 Exam Soft, \$171.05 HESI, \$16.00 Malpractice

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 212 Health System Concepts** 3 0 6 5  
 Prerequisites: NUR 111  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Associate Degree Nursing program

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.



**NUR 213** Complex Health Concepts 4 3 15 10  
 Prerequisites: NUR 111  
 Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212  
 Local Prerequisites: Enrollment in the Associate Degree Nursing program and BIO 271  
 Additional Fees: \$35.60 Exam Soft, \$200.00 Credential Exam, \$11.25 Lab, \$171.05 HESI

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

### OPERATIONS MANAGEMENT

**OMT 222** Project Management 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers fundamental concepts associated with multitask management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods.

### OFFICE SYSTEMS TECHNOLOGY

**OST 122** Office Computations 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: MAT 003, with grade P1  
 Additional Fees: \$7.50 Lab

This course covers the keypad touch method using the electronic calculator (10-key) and mathematical functions used in office applications. Topics may include budgets, discounts, purchasing, inventory, and petty cash. Upon completion, students should be able to solve a wide variety of numerical problems commonly encountered in an office setting.

**OST 131** Keyboarding 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

**OST 134** Text Entry & Formatting 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: OST 131  
 Additional Fees: \$7.50 Lab

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

**OST 136** Word Processing 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

**OST 137** Office Applications I 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

**OST 138** Office Applications II 2 2 0 3  
 Prerequisites: CIS 110, CIS 111, or OST 137  
 Corequisites: None  
 Local Prerequisite: OST 137 or CIS 110  
 Additional Fees: \$7.50 Lab

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Additional emphasis is placed on advanced software applications. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

**OST 140** Internet Comm/Research 1 2 0 2  
 Prerequisites: None  
 Corequisites: None

This course provides a working knowledge of Internet usage and research for the modern office. Emphasis is placed on using search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment. Upon completion, students should be able to use the Internet to research any office topics required for employment. **(For Career and College Promise students only.)**

**OST 148** Med Ins & Billing 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: MED 122 or OST 142

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

**OST 149 Medical Legal Issues** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

**OST 153 Office Finance Solutions** 2 2 0 3  
 Prerequisites: CIS 110, CIS 111, or OST 137  
 Corequisites: None  
 Local Prerequisites: ACC 111 or ACC 120  
 Additional Fees: \$7.50 Lab

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

**OST 155 Legal Terminology** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms.

**OST 156 Legal Office Procedures** 2 2 0 3  
 Prerequisites: OST 134  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties.

**OST 164 Office Editing** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

**OST 181 Office Procedures** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: OST 136 and OST 137  
 Additional Fees: \$7.50 Lab

This course introduces the skills and procedures needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion,

students should be able to display skills and decision-making abilities essential for functioning in the total office context.

**OST 184 Records Management** 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

**OST 233 Office Publications Design** 2 2 0 3  
 Prerequisites: OST 136  
 Corequisites: None  
 Local Requisite: OST 136 and OST 137  
 Additional Fees: \$7.50 Lab

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

**OST 236 Adv Word Processing** 2 2 0 3  
 Prerequisites: OST 136  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

**OST 243 Med Office Simulation** 2 2 0 3  
 Prerequisites: OST 148  
 Corequisites: None  
 Local Prerequisites: OST 131, MED 121 or OST 141; *and* MED 122 or OST 142  
 Additional Fees: \$7.50 Lab

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

**OST 247 Procedure Coding** 2 2 0 3  
 Prerequisites: MED 121 or OST 141  
 Corequisites: None  
 Local Prerequisites: OST 148 *and* MED 122 or OST 142  
 Additional Fees: \$7.50 Lab

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**OST 248** Diagnostic Coding 2 2 0 3  
 Prerequisites: MED 121 or OST 141  
 Corequisites: None  
 Local Prerequisites: MED 122  
 Additional Fees: \$7.50 Lab

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**OST 249** Med Coding Certification Prep 2 3 0 3  
 Prerequisites: OST 247 and OST 248  
 Corequisites: None  
 Additional Fees: \$7.50

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

**OST 250** Long-Term Care Coding 2 2 0 3  
 Prerequisites: MED 121 or OST 141  
 Corequisites: None  
 Local Prerequisites: OST 148

This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services.

**OST 252** Legal Transcription I 2 2 0 3  
 Prerequisites: OST 155 and OST 134 or OST 136  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy.

**OST 260** Adv Coding Methodologies 2 2 0 3  
 Prerequisites: OST 247 and OST 248  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility.

**OST 263** Healthcare Customer Relations 3 0 0 3  
 Prerequisites: OST 148 or HMT 210  
 Corequisites: None

This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

**OST 264** Medical Auditing 3 0 0 3  
 Prerequisites: OST 247 and OST 248  
 Corequisites: None

This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit.

**OST 265** Healthcare Comp & Reg 2 2 0 3  
 Prerequisites: OST 264  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides instruction in the areas of healthcare regulations, medical necessity, health and privacy laws, and compliance practices. Emphasis is placed on regulatory control and compliance issues as well as Medicare regulations related to billing. Upon completion, students should be able to abstract the medical documentation for the purpose of medical necessity and apply regulations that are important in the medical auditing process.

**OST 266** Adv Medical Auditing 2 2 0 3  
 Prerequisites: OST 264  
 Corequisites: None

This course provides instruction on finalizing the audit report, determining trends of a healthcare facility, and communicating the audit report. Emphasis is placed on determining the audit report contents, analyzing the coding trends, compiling a formal report of findings, and delivering the audit results. Upon completion, students should be able to develop and present an audit report to the healthcare facility.

**OST 280** Electronic Health Records 2 2 0 3  
 Prerequisites: CIS 110, CIS 111, or OST 137  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

**OST 281** Emer Issues in Med Ofc 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: MED 122 and OST 131

This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.

**OST 284** Emerging Technologies 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: CIS-110 or OST-137  
 Additional Fees: \$7.50 Lab

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

**OST 286** Professional Development 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

**OST 288** Medical Office Admin Capstone 2 2 0 3  
 Prerequisites: OST 148 or HMT 210  
 Corequisites: None  
 Local Prerequisites: OST 247 and OST 248  
 Additional Fees: \$7.50 Lab

This course is designed to be capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

**OST 289** Office Admin Capstone 2 2 0 3  
 Prerequisites: OST 164 and OST 134 or OST 136  
 Corequisites: None  
 Local Prerequisites: OST 136, OST 137, and OST 164  
 Additional Fees: \$7.50 Lab

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

## OCCUPATIONAL THERAPY ASSISTANT

**OTA 110** Fundamentals of OT 2 3 0 3  
 Prerequisites: None  
 Corequisites: BIO 165 or BIO 168  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course introduces occupational therapy (OT) theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of the domain and practice of occupational therapy, practice settings and professional roles, OT

terminology, activity analysis, principles, process, philosophies, and frames of reference.

**OTA 120** OT Media I 1 3 0 2  
 Prerequisites: None  
 Corequisites: OTA 110  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course provides training in recognizing the therapeutic value and use of a wide variety of human occupations including basic activities of daily living, instrumental activities of daily living, rest and sleep, education, work, play, leisure, and social participation. Topics include the understanding of different teaching and learning methods and styles, the language of occupational therapy (OT), OT interventions including preparatory methods and tasks, and restorative and compensatory techniques. Upon completion, students should be able to analyze, design, select, and safely perform occupation related activities that would be therapeutic for various populations across the lifespan.

**OTA 130** Assessment Skills 2 3 0 3  
 Prerequisites: None  
 Corequisites: OTA 110  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course provides training in appropriate and accurate assessment skills related to sensation, movement, vision, perception, cognition, emotions, and performance of basic activities of daily living and instrumental activities of daily living. Topics include physical and psychosocial factors affecting performance; and sensory, range of motion, strength, coordination, cognitive, visual-perceptual, self-care, and work-related assessments. Upon completion, students should be able to gather and share data for the purpose of screening and evaluation, administer selected assessments using appropriate procedures and protocols, and articulate the role of the occupational therapy assistant and occupational therapist in the screening and evaluation process.

**OTA 140** Professional Skills I 0 3 0 1  
 Prerequisites: None  
 Corequisites: OTA 110  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course introduces the roles and responsibilities of the occupational therapy assistant (OTA) and the occupational therapist (OT) in occupational therapy practice and facilitates development of professional behaviors and skills. Topics include professional ethics, supervisory roles, responsibilities, and collaborative professional relationships; credentialing, certification, and licensure; documentation, which communicates the need and rationale for occupational therapy services; therapeutic use of self; and professional identity and professional behaviors; and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles and responsibilities of the OTA and OT, and explain acceptable supervision and documentation.

**OTA 150** Peds Concepts & Interventions            2     3     0     3  
 Prerequisites: None  
 Corequisites: PSY 241 and OTA 170  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course provides knowledge and skills needed for working with children from birth through adolescence. Topics include review of normal growth and development, habituation of healthy habits/routines, the role of occupational therapy with caregivers/providers, understanding of common conditions and developmental delays; and the role of occupation in assessment, intervention planning and implementation with pediatric populations. Upon completion, students should be able to plan, implement, and modify appropriate interventions with children in their context and environment to promote engagement in occupation.

**OTA 161** Fieldwork I-Placement 1                    0     0     3     1  
 Prerequisites: OTA 120 and OTA 140  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$16.00 Malpractice

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

**OTA 162** Fieldwork I-Placement 2                    0     0     3     1  
 Prerequisites: OTA 120 and OTA 140  
 Corequisites: OTA 130  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

**OTA 163** Fieldwork I-Placement 3                    0     0     3     1  
 Prerequisites: OTA 120 and OTA 140  
 Corequisites: OTA 130  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

**OTA 170** Physical Conditions                        2     3     0     3  
 Prerequisites: None  
 Corequisites: OTA 130  
 Local Prerequisites: BIO 169 *and* Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course is designed to provide knowledge and skills needed for working with individuals experiencing various medical conditions to help them achieve participation in life through engagement in occupation.

Topics include medical terminology, common conditions, body functions that change with disease processes, applicable theories and principles, assessment and intervention priorities for commonly treated conditions. Upon completion, students should be able to recognize common symptoms, prioritize mental, neuromusculoskeletal and movement related functional problems, while providing for patient safety within the patient's context and environment.

**OTA 180** Psychosocial Conditions                    2     3     0     3  
 Prerequisites: PSY 281  
 Corequisites: OTA 130  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course is designed to provide knowledge and skills needed for working with individuals experiencing various psychosocial conditions to help them achieve participation in life through engagement in occupation. Topics include mental health conditions, applicable theories and principles, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, therapeutic use of self, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group interventions for client conditions related to psychosocial dysfunction while recognizing contexts and environments that may also impact occupational performance.

**OTA 220** OT Media II                                    1     6     0     3  
 Prerequisites: OTA 120 and OTA 130  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$22.50 Lab

This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, assistive technology, client mobility, and Americans with Disabilities Act (ADA) issues. Topics include ergonomics seating and positioning, community mobility, use of physical agent modalities, and technology in occupational therapy intervention. Upon completion, students should be able to demonstrate competency fabricating and utilizing orthotic and assistive devices, understanding ADA guidelines, and using technology for engagement in occupation.

**OTA 240** Professional Skills II                        0     3     0     1  
 Prerequisites: OTA 140  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course covers professional development, supervisory relationships, involvement in the profession, and clinic management skills. Topics include clarification of roles and responsibilities, detailed examination of the supervisory process, participation in professional organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan and implement a professional activity, and perform routine clinic management tasks. At PCC, students will also learn the role of the COTA in research.

**OTA 245 Professional Skills III** 0 3 0 1  
 Prerequisites: OTA 240  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course provides preparation for Fieldwork II experiences using skills/knowledge gained in OTA 140 and OTA 240 to promote integration into the professional community. Topics include interview skills, resume production, conflict resolution, professional presentations, participation in research activities, and completion of all forms required for Fieldwork II. Upon completion, students should be able to independently complete employment-seeking activities and provide in-service training.

**OTA 250 Adult Concepts & Interventions** 2 3 0 3  
 Prerequisites: None  
 Corequisites: PSY 241, OTA 170, and OTA 180  
 Local Prerequisites: Enrollment in the Occupational Therapy Assistant program  
 Additional Fees: \$11.25 Lab

This course provides knowledge and skills needed for working with adults through the lifespan. Emphasis is placed on identification and discussion of common changes associated with aging, disabilities and chronic diseases affecting this population, assessments and intervention, including developing healthy habits and routines, and the impact on participation in occupation in various settings. Upon completion, students should be able to plan, implement, and modify appropriate interventions with adults in their context and environment to promote engagement in occupations. At PCC, students will also use a case study format to sharpen clinical reasoning skills and enhance activity development.

**OTA 260 Level II Fieldwork Placement 1** 0 0 18 6  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Successful completion of all required OTA curriculum courses except OTA 261  
 Additional Fees: \$16.00 Malpractice

This course provides clinical experience under the direct supervision of experienced occupational therapists or occupational therapy assistant practitioners working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies for entry-level practice established by the curriculum, AOTA guidelines, and regulatory bodies.

**OTA 261 Level II Fieldwork Placement 2** 0 0 18 6  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: OTA 260

This course provides the final clinical experience under the direct supervision of experienced occupational therapists or occupational therapy assistant practitioners working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies for entry-level practice established by the curriculum, AOTA guidelines, and regulatory bodies.

## PHLEBOTOMY

**PBT 100 Phlebotomy Technology** 5 2 0 6  
 Prerequisites: None  
 Corequisites: PBT 101  
 Local Prerequisite: Enrollment in Phlebotomy Program  
 Additional Fees: \$7.50 Lab

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

**PBT 101 Phlebotomy Practicum** 0 0 9 3  
 Prerequisites: None  
 Corequisites: PBT 100  
 Local Prerequisite: Enrollment in Phlebotomy Program  
 Additional Fees: \$16.00 Malpractice

This course provides supervised experience in the performance of venipuncture and micro-collection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.

## PHYSICAL EDUCATION

**PED 110 Fit and Well for Life** 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**PED 117 Weight Training I** 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**PED 118** Weight Training II 0 3 0 1  
 Prerequisites: PED 117  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**PED 150** Baseball - Beginning 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**PED 151** Baseball/Intermediate 0 3 0 1  
 Prerequisites: PED 150  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## POSITRON EMISSION TOMOGRAPHY

**PET 110** Introduction to PET 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Positron Emission Tomography program

This course introduces the students to the Positron Emission Tomography profession. Topics include the history of the profession and the role of the PET technologist, medical ethics and legal issues, and department organizations. Upon completion, students should be able to demonstrate a basic understanding of the PET profession through computerized exams and projects.

**PET 112** PET Procedures 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Positron Emission Tomography program

This course covers the procedures of Positron Emission Tomography. Topics include all relevant procedures related to PET imaging with an emphasis placed on oncology, neurology and cardiology. Upon completion, students should be able to demonstrate competence in PET procedures through computerized exams and projects.

**PET 125** PET Radiopharmaceuticals 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Positron Emission Tomography program

This course covers the formulation and application of radiopharmaceuticals related to PET. Topics include preparation, handling, disposal and quality control of PET radiopharmaceuticals. Upon completion, students should be able to demonstrate an understanding of PET radiopharmaceuticals through computerized exams and projects.

**PET 145** PET Physics 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Positron Emission Tomography program

This course provides the knowledge of the physics related to Positron Emission Tomography. Topics include atomic physics and particle physics and how particle physics related to the PET scanner. Upon completion, students should be able to demonstrate competence of PET physics through computerized exams and projects.

**PET 210** PET Clinical I 0 0 21 7  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Positron Emission Tomography program  
 Additional Fees: \$45.00 Dosimeter Badge, \$21.00 Dosimeter Ring, \$16.00 Malpractice

This course is one of two courses designed to provide clinical experience related to the Positron Emission Tomography. Topics include patient care, radiation protection, imaging procedure radiopharmaceutical use and administrative procedures. Upon completion, students should be able to demonstrate performance in a PET department through evaluations, clinical projects and computerized exams.

**PET 211** PET Clinical II 0 0 21 7  
 Prerequisites: PET 210  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Positron Emission Tomography program  
 Additional Fees: \$16.00 Malpractice

This course is one of two courses designed to provide clinical experience related to the Positron Emission Tomography. Topics include patient care, radiation protection, imaging procedure radiopharmaceutical use and administrative procedures. Upon completion, students should be able to demonstrate performance in a PET department through evaluations, clinical projects and computerized exams.

**PET 218** PET Protection 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Positron Emission Tomography program

This course covers the regulation and practices that ensure minimum exposure to patients, coworkers and self of radiation related to PET. Topics include interaction of particle radiation with matter, protective measures, state and federal regulatory agencies and methods of monitoring exposure. Upon completion, students should be able to demonstrate an understanding of PET radiation safety through computerized exams and projects.

**PET 225** PET Instrumentation 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Positron Emission Tomography program  
 Additional Fees: \$7.50 Lab

This course provides the knowledge of the instrumentation of Positron Emission Tomography equipment. Topics include all relevant equipment related to PET imaging with an emphasis placed on the PET scanner, dose measuring devices and radiation safety equipment. Upon completion, students should be able to demonstrate a working knowledge of PET instrumentation through computerized exams and projects.

**PET 235** Cross-Sectional Anatomy 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Positron Emission Tomography program

This course covers the cross-sectional anatomy of Positron Emission Tomography. Topics include all relevant cross-sectional anatomy related to PET imaging with an emphasis placed on oncology, neurology and cardiology. Upon completion, students should be able to demonstrate competence in identifying cross-sectional anatomy related to PET procedures through computerized exams and projects.

**PET 248** PET Topics 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Positron Emission Tomography program

This course covers special topics related to the Positron Emission Tomography profession. Topics include new applications and procedures related to PET with an emphasis on a general review of Positron Emission Tomography. Upon completion, students should be able to demonstrate a basic understanding of the PET profession through computerized exams and projects.

## PHILOSOPHY

**PHI 215** Philosophical Issues 3 0 0 3  
 Prerequisites: ENG 111  
 Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**PHI 240** Introduction to Ethics 3 0 0 3  
 Prerequisites: ENG 111  
 Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the*

*CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

## PHYSICAL SCIENCE

**PHS 130** Earth Science 3 2 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course is a survey of the forces that impact the earth. Topics include geology, oceanography, and meteorology. Upon completion, students should be able to explain and identify the forces within, on, and around the earth as they influence the earth's dynamics. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## PHYSICS

**PHY 110** Conceptual Physics 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**PHY 110A** Conceptual Physics Lab 0 2 0 1  
 Prerequisites: None  
 Corequisites: PHY 110  
 Additional Fees: \$7.50 Lab

This course is a Laboratory for PHY 110. Emphasis is placed on Laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the Laboratory experiences to the concepts presented in PHY 110. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**PHY 131** Physics-Mechanics 3 2 0 4  
 Prerequisites: MAT 121 or MAT 171  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.



**PHY 151** College Physics I 3 2 0 4  
 Prerequisites: MAT 171 or MAT 271  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**PHY 152** College Physics II 3 2 0 4  
 Prerequisites: PHY 151  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**PHY 251** General Physics I 3 3 0 4  
 Prerequisites: MAT 271  
 Corequisites: MAT 272  
 Local Prerequisites: MAT 271 with a grade of C or better  
 Additional Fees: \$11.25 Lab

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**PHY 252** General Physics II 3 3 0 4  
 Prerequisites: MAT 272 and PHY 251  
 Corequisites: None  
 Local Prerequisites: MAT 272 and PHY 251 with grade of C or better  
 Additional Fees: \$11.25 Lab

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

## POLITICAL SCIENCE

**POL 120** American Government 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 or ENG 002

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been designated a Writing Intensive course. This is a Universal General Education Transfer Component (UGETC) course.*

## POLYSOMNOGRAPHY

**PSG 110** Intro to Polysomnography 3 2 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab

This course introduces the polysomnography profession. Topics include the history of the profession and role of the polysomnographic technologist, communication, time management, infection control, basic patient assessment, and medical gas therapy. Upon completion, students should be able to demonstrate competence in concepts through written and Laboratory evaluations.

**PSG 111** Neuro/Cardiopulmonary A&P 4 0 0 4  
 Prerequisites: BIO 163 or BIO 165 and BIO 166 or BIO 168 and BIO 169  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program

This course provides a concentrated study of anatomy and physiology essential to the practice of polysomnography. Emphasis is placed on the physiology of the nervous, cardiovascular, and pulmonary systems and basic pharmacological principles. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

**PSG 112** PSG Fundamentals 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program

This course provides the knowledge and skills necessary to manage/function in a polysomnographic Laboratory. Topics include recordkeeping, scheduling techniques, creation/implementation of departmental policies, reimbursement, the technologist's role as sleep advocate, and case management/patient education. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

**PSG 113** PSG Instrumentation 2 2 0 3  
 Prerequisites: PSG 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab

This course introduces the fundamental concepts of sleep technology electrical equipment and recording of bio-electric potentials. Topics include Ohm's Law; common mode rejection; components related to recording bio-electric potentials; function and application of sleep technology equipment; and construct/verify montages. Upon completion, students should be able to demonstrate competence in polysomnography equipment, instrumentation, recording of bioelectric potential concepts, and ancillary electrical signals through written and Laboratory evaluations.

**PSG 114** PSG Clinical Education I 0 0 9 3  
 Prerequisites: PSG 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Polysomnography program  
 Additional Fees: \$16.00 Malpractice

This course provides orientation to the polysomnography clinical environment. Emphasis is placed on work flows, reviewing patient charts and orders, patient preparation and hook-ups, and proper time management. Upon completion, students should be able to demonstrate successful completion of polysomnography clinical learning outcomes.

**PSG 189** PSG Transition 1 3 3 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$11.25 Lab, \$16.00 Malpractice

This course introduces the basic fundamentals for polysomnography. Emphasis is placed on cardiopulmonary assessment and monitoring, medical gas therapy, principles of case management, wellness promotion, recordkeeping, reimbursement, and exposure to the clinical setting. Upon completion, students should be prepared to apply the above concepts to the field of polysomnography.

**PSG 210** Polysomnography I 3 2 9 7  
 Prerequisites: PSG 111 or PSG 189  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab, \$16.00 Malpractice

This course provides entry-level didactic, Laboratory, and clinical training in polysomnography. Emphasis is placed on medical terminology, instrumentation setup and calibration, recording and monitoring techniques, and patient-technologist interactions. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, Laboratory and clinical evaluations.

**PSG 211** Polysomnography II 2 6 9 7  
 Prerequisites: PSG 210  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$450.00 Credential Exam, \$22.50 Lab

This course provides advanced-level didactic, Laboratory, and clinical training in polysomnography. Emphasis is placed on the knowledge and skills necessary to obtain and evaluate high quality sleep recordings. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, Laboratory and clinical evaluations.

**PSG 212** Infant/Pediatric PSG 3 2 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab

This course provides the knowledge and skills to perform and score polysomnographic procedures on infants and pediatric patients. Emphasis is placed on infant/pediatric assessment, monitoring, and sleep disorders. Upon completion, students should be able to demonstrate competence in concepts through written and Laboratory evaluations.

**PSG 213** Case Study/Exam Review 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$11.25 Lab

This course provides an opportunity to review clinical cases and prepare for the polysomnography credentialing exam. Emphasis is placed on case management and review for the Registered Polysomnographic Technologist Exam. Upon completion, students should be able to successfully complete practice exams.

**PSG 214** PSG Clinical Apps I 0 2 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab

This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through Laboratory evaluation.

**PSG 215** PSG Clinical Apps II 0 2 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Polysomnography program  
 Additional Fees: \$7.50 Lab

This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through Laboratory evaluation.

## PSYCHOLOGY

**PSY 150** General Psychology 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 or ENG 002 with grade P2

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**PSY 241** Developmental Psych 3 0 0 3  
 Prerequisites: PSY 150  
 Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

**PSY 256** Exceptional Children 3 0 0 3  
 Prerequisites: PSY 150  
 Corequisites: None

This course introduces major exceptionalities in children including mental, emotional, and physical variations; learning disabilities; and giftedness. Emphasis is placed on theoretical perspectives, identification methods, and intervention strategies. Upon completion, students should be able to demonstrate a general knowledge of the exceptionalities of children and recommended intervention techniques.

**PSY 281** Abnormal Psychology 3 0 0 3  
 Prerequisites: PSY 150  
 Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

## PHARMACEUTICAL TECHNOLOGY

**PTC 110** Industrial Environment 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the pharmaceutical industry, including a broad overview of work in this field. Emphasis is placed on good manufacturing practices (GMP), work conduct, company organization, job expectations, personal safety, hygiene, and company rules and regulations. Upon completion, students should be able to follow good manufacturing practice regulations and inspect a pharmaceutical manufacturing facility for compliance with GMP.

## RADIOGRAPHY

**RAD 110** Rad Intro & Patient Care 2 3 0 3  
 Prerequisites: None  
 Corequisites: RAD 111 and RAD 151  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

**RAD 111** RAD Procedures I 3 3 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

**RAD 112** RAD Procedures II 3 3 0 4  
 Prerequisites: RAD 110, RAD 111, and RAD 151  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

**RAD 113** RAD Lab Elective 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course provides additional Laboratory opportunities in radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through Laboratory evaluations.

**RAD 121** Image Production I 2 3 0 3  
 Prerequisites: RAD 110, RAD 111, and RAD 151  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

**RAD 122** Image Production II 1 3 0 2  
 Prerequisites: RAD 112, RAD 121, and RAD 161  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.

**RAD 141** Radiation Safety 2 0 0 2  
 Prerequisites: RAD 112, RAD 121, and RAD 161  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

**RAD 151** RAD Clinical Ed I 0 0 6 2  
 Prerequisites: None  
 Corequisites: RAD 110 and RAD 111  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 161** RAD Clinical Ed II 0 0 15 5  
 Prerequisites: RAD 110, RAD 111, and RAD 151  
 Corequisites: RAD 112 and RAD 121  
 Local Prerequisites: Enrollment in the Radiography program

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax, and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 171** RAD Clinical Ed III 0 0 9 3  
 Prerequisites: RAD 112, RAD 121, and RAD 161  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program

This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 181** RAD Clinical Elective 0 0 3 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

**RAD 211** RAD Procedures III 2 3 0 3  
 Prerequisites: RAD 122, RAD 141, and RAD 171  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.

**RAD 231** Image Production III 1 3 0 2  
 Prerequisites: RAD 122, RAD 141, and RAD 171  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.

**RAD 251** RAD Clinical Ed IV 0 0 21 7  
 Prerequisites: RAD 122 and RAD 171  
 Corequisites: RAD 211 and RAD 231  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 261** RAD Clinical Ed V 0 0 21 7  
 Prerequisites: RAD 251  
 Corequisites: RAD 271  
 Local Prerequisites: Enrollment in the Radiography program

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RAD 271** Radiography Capstone 2 3 0 3  
 Prerequisites: RAD 211, RAD 231, and RAD 251  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiography program  
 Additional Fees: \$11.25 Lab

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

## RESPIRATORY CARE

**RCP 110** Intro to Respiratory Care 3 3 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course introduces the role of the respiratory care practitioner within the interprofessional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and Laboratory evaluations.

**RCP 111 Therapeutics/Diagnostics** 4 3 0 5  
 Prerequisites: RCP 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and Laboratory evaluations.

**RCP 112 Patient Management** 3 3 0 4  
 Prerequisites: RCP 111  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course provides entry-level skills in respiratory care procedures in acute and non-acute care settings. Emphasis is placed on therapeutic modalities and physiological effects, monitoring mechanical ventilation, and problem-solving strategies based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and Laboratory evaluations.

**RCP 113 RCP Pharmacology** 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program

This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations.

**RCP 114 C-P Anatomy & Physiology** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

**RCP 123 Special Practice Lab** 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course provides additional Laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through Laboratory evaluations.

**RCP 132 RCP Clinical Practice I** 0 0 6 2  
 Prerequisites: None  
 Corequisites: RCP 110  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$16.00 Malpractice

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

**RCP 143 RCP Clinical Practice II** 0 0 9 3  
 Prerequisites: RCP 110  
 Corequisites: RCP 111  
 Local Prerequisites: Enrollment in the Respiratory Therapy program

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

**RCP 153 RCP Clinical Practice III** 0 0 9 3  
 Prerequisites: RCP 111  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

**RCP 210 Critical Care Concepts** 3 3 0 4  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, Laboratory and/or clinical simulation evaluations.

**RCP 211 Adv Monitoring/Procedures** 3 3 0 4  
 Prerequisites: RCP 210  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course includes advanced information gathering and decision making for the respiratory care professional using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, Laboratory and/or clinical simulation evaluations.

**RCP 214** Neonatal/Peds RC. 1 3 0 2  
 Prerequisites: RCP 111  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course provides comprehensive coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on pathophysiology, patient assessment and special therapeutic needs of neonates and children based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in the neonatal and pediatric respiratory care concepts through written, Laboratory and/or clinical simulation evaluations.

**RCP 215** Career Preparation 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab, \$110.00 NBRC SAE

This course provides an overview of respiratory therapy concepts in preparation for credentialing exam. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of respiratory therapy and be prepared for successful completion of the credentialing process.

**RCP 222** Special Practice Lab 0 2 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$7.50 Lab

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

**RCP 223** Special Practice Lab 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$11.25 Lab

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

**RCP 235** RCP Clinical Practice IV 0 0 15 5  
 Prerequisites: RCP 111  
 Corequisites: RCP 210  
 Local Prerequisites: Enrollment in the Respiratory Therapy program  
 Additional Fees: \$16.00 Malpractice

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

**RCP 246** RCP Clinical Practice V 0 0 18 6  
 Prerequisites: RCP 210  
 Corequisites: RCP 211  
 Local Prerequisites: Enrollment in the Respiratory Therapy program

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

## RELIGION

**REL 110** World Religions 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**REL 211** Intro to Old Testament 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**REL 212** Intro to New Testament 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course is a survey of the literature of first century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

## RADIATION THERAPY TECHNOLOGY

**RTT 121** Special Imaging 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program

This course introduces special imaging modalities including computed tomography and magnetic resonance imaging. Emphasis is placed on the comparison of computed tomography and magnetic resonance imaging for the visualization of various neoplasms. Upon completion, students should be able to demonstrate proper utilization of special imaging modalities relative to radiation treatment planning.

**RTT 210 Radiobiology** 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program

This course focuses on the biological effects of ionizing radiation, tissue sensitivity, and tissue response to radiation. Emphasis is placed on methods of radiation protection applicable to tumor localization and treatment delivery. Upon completion, students should be able to demonstrate an understanding of the effects of ionizing radiation on the body.

**RTT 220 RAD Therapy Orientation** 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program

This course introduces the operations of radiation therapy departments. Emphasis is placed on patient care in the clinical setting, familiarization with therapy equipment, and the role of the radiation therapist. Upon completion, students should be able to demonstrate an understanding of the roles of a radiation therapist.

**RTT 221 Clinical Oncology I** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program

This course introduces the principles of carcinogenesis and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

**RTT 222 Clinical Oncology II** 3 0 0 3  
 Prerequisites: RTT 221  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program

This course continues the study of neoplasia in relation to specific anatomical systems. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included.

**RTT 232 RAD Therapy Procedures** 2 0 0 2  
 Prerequisites: RTT 222, RTT 231, or RTT 234 *and* RTT 239, RTT 241, RTT 243, or RTT 244  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program

This course covers routine and new techniques in simulation and treatment procedures. Emphasis is placed on treatment choices relative to the tumor site and modality selected. Upon completion, students should be able to demonstrate an understanding of basic and advanced treatment procedures.

**RTT 233 RAD Therapy Physics** 2 0 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program

This course provides a study of the interaction of radiation with matter. Emphasis is placed on atomic interactions and dose measurement techniques. Upon completion, students should be able to demonstrate knowledge of radiation interactions and dose measurement procedures as they apply to radiation safety.

**RTT 234 Clinical Dosimetry** 1 3 0 2  
 Prerequisites: RTT 230 or RTT 233  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program  
 Additional Fees: \$11.25 Lab

This course is a study of clinical dosimetry and treatment planning. Emphasis is placed on treatment planning techniques and beam arrangements. Upon completion, students should be able to demonstrate knowledge of dosimetry procedures used to treat various neoplasms.

**RTT 240 RTT Clinical Ed III** 0 0 18 6  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RTT 241 RTT Clinical Ed IV** 0 0 21 7  
 Prerequisites: RTT 238 or RTT 240  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program

This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RTT 246 RTT Clinical Ed V** 0 0 18 6  
 Prerequisites: RTT 239, RTT 241, RTT 243, or RTT 244  
 Corequisites: None  
 Local Prerequisites: Enrollment in the Radiation Therapy program

This course promotes clinical practice on a more independent level of performance. Emphasis is placed on the utilization of equipment, patient care techniques, and treatment considerations for more complicated radiation therapy procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

**RTT 250 Radiation Therapy Capstone** 0 3 0 1  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course provides a comprehensive review in preparation for national certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiation therapist.

## SUBSTANCE ABUSE

**SAB 110** Substance Abuse Overview 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

**SAB 120** Intake and Assessment 3 0 0 3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in Human Services Technology/  
Substance Abuse program

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process.

**SAB 125** SA Case Management 2 2 0 3  
Prerequisites: None  
Corequisites: None

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.

**SAB 135** Addictive Process 3 0 0 3  
Prerequisites: None  
Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

**SAB 210** Sub Abuse Counseling 2 2 0 3  
Prerequisites: None  
Corequisites: None

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

**SAB 230** Family Therapy 2 2 0 3  
Prerequisites: None  
Corequisites: None

This course covers the theories and models of family systems therapy as designed for families affected by substance abuse and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance abuse and the appropriate model of treatment.

**SAB 240** SAB Issues in Client Serv 3 0 0 3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: Enrollment in Human Services  
Technology/Substance Abuse program

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.

## INFORMATION SYSTEMS SECURITY

**SEC 110** Security Concepts 2 2 0 3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: CTI 120

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

**SEC 150** Secure Communication 2 2 0 3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: NET 125 and SEC 110  
Additional Fees: \$7.50 Lab

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

**SEC 151** Intro to Protocol Analysis 2 3 0 3  
Prerequisites: None  
Corequisites: None  
Local Prerequisites: SEC 110  
Additional Fees: \$11.25 Lab

This course introduces protocol analysis. Topics include protocol analysis tools, TCP/IP concepts, Internet protocols, network traffic analysis, monitoring network traffic, network security protocol analysis, and understanding data flow through protocol analysis. Upon completion, students should be able to perform simple protocol analysis to determine baseline network performance and identify anomalies.



**SEC 175** Perimeter Defense 1 4 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisite: NET 125 and SEC 110  
 Additional Fees: \$15.00

This course introduces the principles of securing networks using routers and firewalls. Topics include networking protocols, threat mitigation, firewall configuration, authentication, authorization, intrusion detection, encryption, IPSec, VPNs, and remote access technologies. Upon completion, students should be able to secure internal networks using router and firewall technologies.

**SEC 180** Info Assurance Principles 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: SEC 110  
 Additional Fees: \$7.50 Lab

This course introduces students to the concepts of layered and comprehensive Information Assurance best practices. Topics include user defensive measures, edge defensive measures, along with confidentiality, integrity and availability of enterprise data with the business continuity concepts of: redundancy, disaster recovery, incident handling, compliance and auditing. Upon completion, students should be able to plan effective information assurance strategies.

**SEC 258** Systems Compliance 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: SEC 110  
 Additional Fees: \$11.25 Lab

This course introduces information security compliance and standards along with how they apply to corporate IT environments. Topics include ISO standards, government NIST frameworks, federal and state compliance requirements, security policies, incident response and business continuity planning. Upon completion, students should be able to apply compliance and availability requirements to corporate data enterprise scenarios.

## SIMULATION & GAME DEVELOPMENT

**SGD 111** Introduction to SGD 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

**SGD 112** SGD Design 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games.

**SGD 113** SGD Programming 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

**SGD 114** 3D Modeling 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.

**SGD 116** Graphic Design Tool 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software.

**SGD 134** SG Quality Assurance 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course provides an introduction to software quality assurance as it relates to simulation and game development. Emphasis is placed on designing testing tools, bug databases, and on learning methodologies required for systematic, detail-oriented testing procedures for the simulation and game industry. Upon completion, students should be able to demonstrate the proper skills to obtain a job as a quality assurance tester in the simulation/game industry.

**SGD 162** SG 3D Animation 2 3 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

**SGD 172** Virtual SG Environments 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: SGD 114 or SGD 213  
 Additional Fees: \$11.25 Lab

This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment.

**SGD 174** SG Level Design 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: SGD 112  
 Additional Fees: \$11.25 Lab

This course introduces the tools used to create levels for real-time simulation and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.

**SGD 212** SGD Design II 2 3 0 3  
 Prerequisites: SGD 112  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.

**SGD 213** SGD Programming II 2 3 0 3  
 Prerequisites: SGD 113, CSC 134, CSC 151, or CSC 153  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game.

**SGD 214** 3D Modeling II 2 3 0 3  
 Prerequisites: SGD 114  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces the tools used to create and animate advanced 3-dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.

**SGD 244** 3D Modeling III 2 3 0 3  
 Prerequisites: SGD 214  
 Corequisites: None

This course is designed to further a student's knowledge in creating visually compelling 3D models through the use of industry-standard software. Emphasis is placed on learning how to develop accurate textures and normal maps. Upon completion, students should be able to develop industry caliber 3D models.

**SGD 274** SG Level Design II 2 3 0 3  
 Prerequisites: SGD 174  
 Corequisites: None

This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to "critical path" and "flow," game balancing, play testing and storytelling. Upon completion, students should be able to design complex levels using industry standard tools.

**SGD 285** SG Software Engineering 2 3 0 3  
 Prerequisites: SGD 212, SGD 213, or SGD 214  
 Corequisites: None  
 Local Prerequisites: SGD 213  
 Additional Fees: \$11.25 Lab

This course introduces object oriented software engineering concepts related to simulation and game development. Topics include systematic approaches to the development, operation and maintenance of simulations and games. Upon completion, students should be able to apply software engineering techniques to the development of simulations and games.

**SGD 289** SGD Project 2 3 0 3  
 Prerequisites: SGD 212, SGD 213, SGD 214, or SGD 285  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

## SOCIOLOGY

**SOC 210** Introduction to Sociology 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: DRE 098 or ENG 002

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

**SOC 213** Sociology of the Family 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

**SOC 220 Social Problems** 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been designated a Writing Intensive course.*

## MEDICAL SONOGRAPHY

**SON 110 Intro to Sonography** 1 3 3 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program  
 Additional Fees: \$11.25 Lab

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

**SON 111 Sonographic Physics** 3 3 0 4  
 Prerequisites: None  
 Corequisite: None  
 Local Prerequisites: Enrollment in Medical Sonography or Cardiovascular Sonography/Echocardiography program  
 Additional Fees: \$ 225.00 Credential Exam, \$11.25 Lab

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler Effect, bio-effects, and safety.

**SON 120 SON Clinical Ed I** 0 0 15 5  
 Prerequisites: SON 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**SON 121 SON Clinical Ed II** 0 0 15 5  
 Prerequisites: SON 120  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**SON 130 Abdominal Sonography I** 2 3 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program  
 Additional Fees: \$11.25 Lab

This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated Laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

**SON 131 Abdominal Sonography II** 1 3 0 2  
 Prerequisites: SON 130  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program  
 Additional Fees: \$11.25 Lab

This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

**SON 140 Gynecological Sonography** 2 0 0 2  
 Prerequisites: SON 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

**SON 220 SON Clinical Ed III** 0 0 24 8  
 Prerequisites: SON 121  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**SON 221 SON Clinical Ed IV** 0 0 24 8  
 Prerequisites: SON 220  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program

This course provides continued active participation off-campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

**SON 222 Selected SON Clinical Ed** 0 0 6 2  
 Prerequisites: None  
 Corequisites: SON 110  
 Local Prerequisites: Enrollment in Medical Sonography program  
 Additional Fees: \$45.00 Dosimeter Badge, \$16.00 Malpractice

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating selected sonographic examinations. Upon completion, students should be able to image, process, and evaluate selected sonographic examinations.

**SON 225** Case Studies 0 3 0 1  
 Prerequisites: SON 110 or CVS 163  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography or Cardiovascular Sonography program  
 Additional Fees: \$11.25 Lab

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

**SON 241** Obstetrical Sonography I 2 0 0 2  
 Prerequisites: SON 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

**SON 242** Obstetrical Sonography II 2 0 0 2  
 Prerequisites: SON 241  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

**SON 250** Vascular Sonography 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography or Cardiovascular Sonography/Echocardiography program  
 Additional Fees: \$11.25 Lab

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

**SON 289** Sonographic Topics 2 0 0 2  
 Prerequisites: SON 110  
 Corequisites: None  
 Local Prerequisites: Enrollment in Medical Sonography program  
 Additional Fees: \$250.00 Credential Exam

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

## SPANISH

**SPA 111** Elementary Spanish I 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish, and to demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**SPA 112** Elementary Spanish II 3 0 0 3  
 Prerequisites: SPA 111  
 Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish, and to demonstrate further cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**SPA 120** Spanish for the Workplace 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. ***Intended for students enrolled in Health Sciences related programs.***

**SPA 181** Spanish Lab 1 0 2 0 1  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: SPA 111  
 Additional Fees: \$7.50 Lab

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**SPA 182** Spanish Lab 2 0 2 0 1  
 Prerequisites: SPA 181  
 Corequisites: None  
 Local Corequisites: SPA 112  
 Additional Fees: \$7.50 Lab

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

**SPA 211** Intermediate Spanish I 3 0 0 3  
 Prerequisites: SPA 112  
 Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

**SPA 212** Intermediate Spanish II 3 0 0 3  
 Prerequisites: SPA 211  
 Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

#### SUSTAINABILITY TECHNOLOGIES

**SST 110** Intro to Sustainability 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

**SST 120** Energy Use Analysis 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

**SST 140** Green Bldg & Design Concepts 3 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

#### SOCIAL WORK

**SWK 110** Intro to Social Work 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

**SWK 113** Working with Diversity 3 0 0 3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: ENG 111

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

#### TURFGRASS MANAGEMENT

**TRF 110** Intro Turfgrass Cult & ID 3 2 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices.

## TRANSPORTATION TECHNOLOGY

**TRN 110** Intro to Transport Tech 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

**TRN 120** Basic Transp Electricity 4 3 0 5  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: TRN 120A  
 Additional Fees: \$11.25 Lab

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

**TRN 120A** Basic Transp Electrical Lab 0 3 0 1  
 Prerequisites: None  
 Corequisites: TRN 120  
 Additional Fees: \$11.25 Lab

This course provides a Lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

**TRN 140** Transp Climate Control 1 2 0 2  
 Prerequisites: None  
 Corequisites: None  
 Local Corequisites: TRN 140A  
 Additional Fees: \$7.50 Lab

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

**TRN 140A** Transp Climate Cont Lab 1 2 0 2  
 Prerequisites: None  
 Corequisites: TRN 140  
 Additional Fees: \$7.50 Lab

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the

operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

**TRN 145** Adv Transp Electronics 2 3 0 3  
 Prerequisites: TRN 120  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

**TRN 170** Pc Skills for Transp 1 2 0 2  
 Prerequisites: None  
 Corequisites: None

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

## WORK-BASED LEARNING

**WBL 110** World of Work 1 0 0 1  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$39.00 NCRC Testing

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

**WBL 111** Work-Based Learning I 0 0 10 1  
 Prerequisites: None  
 Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating 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.

**WBL 112** Work-Based Learning I 0 0 20 2  
 Prerequisites: None  
 Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115** Work-Based Learning Seminar I      1      0      0      1  
 Prerequisites: None  
 Corequisites: WBL 111, WBL 112, WBL 113, or WBL 114

At PCC, the course description is written by the individual departments.

**WBL 121** Work-Based Learning II                      0      0      10      1  
 Prerequisites: None  
 Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisites are set by each department.

**WBL 122** Work-Based Learning II                      0      0      20      2  
 Prerequisites: None  
 Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. At PCC, course prerequisites are set by each department.

**WBL 125** Work-Based Learning Seminar II      1      0      0      1  
 Prerequisites: None  
 Corequisites: WBL 121, WBL 122, WBL 123, or WBL 124

This course provides a seminar for preparation, discussion, and integration of the work experience of WBL 121. Emphasis is placed on orientation to the college-approved work site, integrating classroom learning with related work experiences, and professional development.

#### WEB TECHNOLOGIES

**WEB 115** Web Markup and Scripting              2      2      0      3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 110  
 Additional Fees: \$7.50 Lab

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, style sheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

**WEB 140** Web Development Tools                      2      2      0      3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 110  
 Additional Fees: \$7.50 Lab

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

**WEB 210** Web Design    2      2      0      3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 110  
 Additional Fees: \$7.50 Lab

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

**WEB 213** Internet Mkt & Analytics                      2      2      0      3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans.

**WEB 215** Adv Markup and Scripting                      2      2      0      3  
 Prerequisites: WEB 115  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language.

**WEB 250** Database Driven Websites                      2      2      0      3  
 Prerequisites: None  
 Corequisites: None  
 Local Prerequisites: CTI 110  
 Additional Fees: \$7.50 Lab

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

**WEB 289** Internet Technologies Project              1      4      0      3  
 Prerequisites: CTI 110, CTI 120, and CTS 115  
 Corequisites: None  
 Additional Fees: \$15.00 Lab

This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.

## WELDING

**WLD 110** Cutting Processes 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

**WLD 112** Basic Welding Processes 1 3 0 2  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$11.25 Lab

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

**WLD 115** SMAW (Stick) Plate 2 9 0 5  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$33.75 Lab

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

**WLD 116** SMAW (Stick) Plate/Pipe 1 9 0 4  
 Prerequisites: WLD 115  
 Corequisites: None  
 Additional Fees: \$33.75 Lab

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

**WLD 121** GMAW (MIG) FCAW/Plate 2 6 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

**WLD 122** GMAW (MIG) Plate/Pipe 1 6 0 3  
 Prerequisites: WLD 121  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in

various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

**WLD 131** GTAW (TIG) Plate 2 6 0 4  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

**WLD 132** GTAW (TIG) Plate/Pipe 1 6 0 3  
 Prerequisites: WLD 131  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

**WLD 141** Symbols & Specifications 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

**WLD 151** Fabrication I 2 6 0 4  
 Prerequisites: None  
 Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

**WLD 212** Inert Gas Welding 1 3 0 2  
 Prerequisites: None  
 Corequisites: None

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions. Clean room procedures will be covered, with students being able to demonstrate the industry regulations and procedures for clean room processing upon completion of course.



**WLD 215** SMAW (Stick) Pipe 1 9 0 4  
 Prerequisites: WLD 115 or WLD 116  
 Corequisites: None  
 Additional Fees: \$33.75 Lab

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

**WLD 221** GMAW (MIG) Pipe 1 6 0 3  
 Prerequisites: WLD 122  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

**WLD 231** GTAW (TIG) Pipe 1 6 0 3  
 Prerequisites: WLD 132  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions. Clean room procedures will be covered, with students being able to demonstrate the industry regulations and procedures for clean room processing upon completion of course.

**WLD 262** Inspection & Testing 2 2 0 3  
 Prerequisites: None  
 Corequisites: None  
 Additional Fees: \$7.50 Lab

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

**WLD 265** Automated Welding/Cutting 2 6 0 4  
 Prerequisites: WLD 110 and WLD 121  
 Corequisites: None  
 Additional Fees: \$22.50 Lab

This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.

# INDEX

## A

Academic Advising.....	48
Academic Advising, UT.....	184
Academic Calendar.....	8
Academic Credit.....	40
Academic Excellence Awards Program.....	61
Academic Probation.....	45
Academic Progress.....	44
Academic Progress Scale.....	44
Academic Regulations.....	35
Academic Requirements, Financial Aid.....	49
Academic Years to Receive Degree.....	51
Acceptance of Certification.....	28
Access Fee.....	32
Access to Final Grades.....	43
Accessibility Services.....	59
Accident Insurance.....	32
Accounting and Finance Programs.....	97 - 98
Activity Fee.....	32
Adding Courses.....	36
Administrative Services.....	23
Admissions.....	27
Admission, Home-Schooled Students.....	27
Admission, Undocumented Immigrants.....	31
Adult Basic Education.....	89
Adult High School Diploma Program.....	89
Advance Placement Examination/ CLEP.....	28
Advertising and Graphic Design.....	100
Advising System.....	48
Air Conditioning, Heating and Refrigerator Technology.....	102
Alternative Credit.....	39
Alternative Loans.....	54
Alumni Relations/ Association.....	91
American Association of Medical Assistants.....	62
Answering the Call.....	62
Anti-Violence Policy.....	79
Appeal Process.....	50
Appeals, Official Withdrawal.....	38, 40
Approval of Clubs and Organizations.....	62
Architectural Technology.....	104
Articulated Credit, High School.....	40
Arts and Sciences Division.....	17
Assault Policy.....	70-79
Associate Degree Nursing.....	105
Associate in Arts.....	185
Associate in Engineering.....	186
Associate in Fine Arts in Music.....	188
Associate in Fine Arts in Visual Arts.....	189
Associate in General Education.....	190
Associate in Science.....	187
Association of Advertising and Graphic Design.....	62
Athletics Personnel.....	14
Athletics Program.....	60
Attendance, Continuing Education.....	84
Attendance, Curriculum.....	37
Attendance after Graduation.....	48
Audit Students.....	31
Auditing Courses.....	36
Automotive Club.....	62
Automotive Light-Duty Diesel Technology.....	106
Automotive Systems Technology.....	107

## B

Basic Law Enforcement Training.....	109
Basic Skills Plus.....	89

Behavioral Intervention Team (BIT).....	79
BioNetwork.....	14, 89
Biotechnology.....	110
Board of Commissioners.....	11
Board of Trustees.....	11
Books and Supplies, Continuing Education.....	85
Breast Sonography.....	111
Bruiser's Crew Peer Mentoring.....	62
Building Construction Technology.....	112
Bulldogs for Christ.....	63
Business Administration Programs.....	114-116
Business and Industry Services.....	87
Business Division.....	18
Bystander "Duty to Report".....	75

## C

Campus Map.....	291
Campus Police.....	23, 68-71
Campus Tours.....	67
Campus Watch Program.....	68
Canvassing Policy.....	81
Cardiovascular Sonography.....	117
Career Academy.....	90
Career and College Connections (Basic Skills Plus).....	89
Career and College Promise.....	30, 93, 184
Career Readiness Certificate.....	88
Career Services.....	14, 58
Catalog of Record.....	48
Changes in Major Course of Study.....	47
Changes in Regulations.....	47
Changes to Financial Aid Awards.....	51
Chartering Guidelines, Clubs and Organizations.....	61
Chess Club.....	63
Chief Financial Officer.....	25
Children on Campus Policy.....	69
Chinese Culture Student Club.....	63
Circle of Sisters.....	63
Class Rings.....	67
Class Schedule, Curriculum.....	35
Code of Conduct, Intercollegiate.....	60
College Commitment.....	74
College Foundation.....	11, 31, 91
College Level Exam Program (CLEP).....	28, 40
College Outreach.....	14, 83
College Student Success Course Requirement.....	37
College Transfer Pathway Programs.....	184-189
College/Workplace Anti-Violence Policy.....	79
Collegiate DECA.....	63
Collegiate Recovery Association at Pitt Community College.....	63
Communicable Disease Policy.....	80
Community Services.....	88
Complainant Rights.....	76
Computed Tomography and Magnetic Resonance Imaging Technology Diploma.....	118
Computer Integrated Machining.....	119
Computer Network Acceptable Use Policy.....	81
Conduct Appeals.....	72
Conduct Sanctions.....	71
Conferences.....	88
Confidentiality.....	75
Construction and Industrial Technology Division.....	19
Continuing Education and Workforce Development.....	84
Coordination of Institution-Wide Financial Aid Award Policy.....	49
Counseling Services.....	57
Course Credit, Continuing Education.....	84
Course Descriptions, Continuing Education.....	84
Course Descriptions, Curriculum.....	193
Course Load.....	37

Course Prefix Identification.....	192
Course Requisites.....	193
Course Substitution.....	37
Courses Unique to a Concentration.....	193
CovenantPCC.....	63
COVID-19 Impact.....	39, 44
Credit by Examination.....	39
Credit for Non-Traditional Learning.....	40
Crime Awareness and Campus Security Act Report.....	68
Criminal Justice Technology.....	121
Curriculum Instruction.....	15
Curriculum Programs.....	92
Customized Training Program (CTP).....	87
Cycling Club.....	63
<b>D</b>	
Dean's List.....	43
Definitions, Title IX.....	74
Department of Student Support.....	57
Dependents of Veterans.....	57
Developmental Education and Academic Support.....	15
Disbursement of Excess Financial Aid.....	49
Distance Education Personnel.....	15
Distance Learning.....	41
Diversity Leadership Statement.....	13
Drama Club.....	63
Drone/Unmanned Aircraft.....	68
Due Process.....	71
<b>E</b>	
Early Childhood Education Programs.....	122-124
Early Childhood Student Organization.....	63
Early College High School Personnel.....	14
Educational Experiences in the Armed Services.....	40
Electrical Systems Technology.....	125
Electronic Signature Policy.....	82
Electronics Engineering Technology.....	127
Elements of Praise Gospel Choir.....	63
Eligibility, Alternative Credit.....	40
Emergency Management Training.....	85
Emergency Medical Science Programs.....	129-130
Emergency Medical Services Training.....	86
Employee Handbook.....	79
Engineering & Physical Science Club.....	64
English Language Acquisition (ELA).....	90
Enrollment Procedure.....	40
Entrepreneurship.....	131
Environmental Science Club.....	64
Estimated Cost of Attendance.....	51
Exceeding Official Withdrawal Limits.....	38
Exceptions for Withdrawals.....	38
Experiential Learning.....	40
<b>F</b>	
Facilities Services Personnel.....	24
Faculty Advisor System.....	48-49
Faculty and Staff Authority and Responsibility.....	70
FERPA.....	45
Federal Direct Plus Loans.....	53
Federal Work-Study.....	54
Fees, Continuing Education.....	84
Fees, Curriculum.....	31-33
Financial Aid.....	49
Financial Aid Bookstore/Supply Purchase Policy.....	52
Financial Aid Fraud and Forgery.....	49
Financial Aid Warning.....	50
Fire/Rescue Training.....	86
Firearms Policy.....	79
Fiscal Control, Externally Funded Programs.....	81
Food Service.....	61
Foreign Language Placement Testing.....	28
Forgiveness Policy.....	45

Foundation Board.....	11
Full-Time Tuition.....	31
Funded Programs Policy.....	81
Fundraising, Clubs and Organizations.....	62
Fundraising Policy.....	91
FUSE College Ministry.....	64
<b>G</b>	
GED.....	49, 56, 90
Gamma Beta Phi.....	64
General Admissions.....	27
General Information.....	12
General Occupational Extension.....	86
Global Student Club.....	64
Good Academic Standing.....	45, 50
Grade Appeals.....	72
Grade Point Average (GPA).....	43
Grading Information.....	43
Grading System.....	43
Graduation Requirements.....	47
Grants.....	52
Guidelines, Clubs and Organizations Bank Accounts.....	62
<b>H</b>	
Harassment.....	70-79
Health Care Programs.....	86-87
Health Information Technology Student Association.....	64
Health Information Technology.....	132
Health Sciences Admissions.....	29
Health Sciences Division.....	20
Health Services.....	60
Healthcare Management Technology Programs.....	133-136
Healthy Eating Active Living (H.E.A.L.).....	64
High School Admissions (Career and College Promise).....	30
High School Equivalency (HSE).....	27, 31, 35, 90
High School Programs Personnel.....	15
History of the College.....	12
Honor Roll.....	43
Horticulture Technology.....	137
Housing.....	61
Human Resources Personnel.....	14
Human Resources Development.....	86
Human Services Technology Programs.....	138-141
<b>I</b>	
Identification Cards.....	61
Incomplete.....	39, 43
Inclusive Access Fees.....	32
Industrial Management Technology.....	142
Industrial Systems Technology.....	144
Information Technology Programs.....	146-153
Information Technology and Services Personnel.....	24
Institutional Advancement.....	25, 91
Institutional Review Board Policy.....	81
Instructional Staff by Division.....	16-22
Institutional Priorities, Pitt Community College.....	13
Institutional Values, Pitt Community College.....	13
Intellectual Property Policy.....	82
Intercollegiate Athletics Program.....	60
International Education Travel Scholarship (IETS).....	55
International Student Admissions.....	30
International Students, Distance Education Policy.....	31
Internet Course Policy for Veterans.....	56
Internship.....	40
Intramural Sports.....	60
Inventory Control/Courier Services Personnel.....	25
<b>J</b>	
Judicial Review Board and Hearing Process.....	72
<b>L</b>	
Lab Fees.....	32
Late Entry.....	37
Latter Day Saints Student Association.....	64

Learning Center.....	90
Liability Insurance.....	32
Library.....	15, 83
Licensure/Certification.....	86
Loans.....	52
Local Sources of Financial Aid.....	56
Locations.....	12
Lost and Found.....	60

## **M**

Major Course of Study, Changes.....	47
Mammography.....	154
Marketing.....	91
Marketing, Business Administration.....	116
Maximum Number of Academic Years.....	51
Mechanical Engineering Technology.....	155
Media Relations.....	91
Medical Assisting.....	157
Medical Dosimetry Diploma.....	158
Medical Office Administration Programs.....	159-163
Medical Sonography.....	164
Men's Resource Center.....	57
Minority Male Success Initiative (MMSI).....	64
Mission Statement, Computer Network Acceptable Use Policy.....	81
Mission Statement, Continuing Education.....	84
Mission Statement, Department of Student Support.....	57
Mission Statement, Pitt Community College.....	12
Mixed Martial Arts (MMA).....	64

## **N**

North Carolina National Guard Tuition Assistance Program.....	56
National Career Readiness Certificate (NCRC).....	88
National Society of Leadership and Success (Sigma Alpha Pi).....	64
New Student Orientation.....	27
NEXT LEVEL.....	64
Non-Credit Courses.....	51
Non-Degree Curriculum Credit.....	30
Non-Traditional Learning.....	40
Nuclear Medicine Technology.....	165
Nurse Aide Pathway.....	166

## **O**

Occupational Therapy Assistant.....	167
Occupational Training.....	85
Off Campus Programs.....	16, 35
Office Administration Programs.....	168-171
Office of the President.....	14
Office of the Vice President of Academic Affairs.....	14
Office of the Vice President of Administrative Services.....	24
Office of the Vice President of Finance/Chief Financial Officer.....	25
Office of the Vice President of Institutional Advancement.....	26
Office of the Vice President of Student Development Services.....	14
Open-Gym.....	59
Organization, Pitt Community College.....	11
Other Expenses.....	31
Other Sources of Assistance, Financial Aid.....	56
Out-of-State Students.....	31
Outreach Program.....	83

## **P**

Paralegal Technology.....	172
Part-time Tuition.....	31
PCC Alerts & Messaging.....	68
PCC Amateur Radio Club.....	65
PCC Association of Human Services Technology (PCCAHST).....	65
PCC Association of Nursing Students (PCCANS).....	65
PCC Association of Radiography Students.....	65
PCC Association of Respiratory Therapy Students (PARTS).....	65
PCC Criminal Justice Association.....	65
PCC Diagnostic Medical Sonography Club.....	65
PCC Gender-Sexuality Alliance.....	65
PCC Global.....	84
PCC History Association.....	66

PCC Math Club.....	66
PCC Music Club.....	66
PCC Paralegal Association (PCCPA).....	66
PCC Sociology and Psychology Association (PCC-S.P.A.).....	66
PCC Student Veterans Association.....	66
Peddling.....	81
Performance Measures.....	13
Phi Theta Kappa.....	66
Philosophy, Continuing Education.....	84
Phlebotomy Pathway.....	173
Pitt Dance Team.....	66
Pitt Game Development Association.....	66
Pitt Paranormal Research Association.....	66
Placement Testing.....	28
Policies for Clubs and Organizations.....	59
Policy for Military Members Called to Active Duty Status.....	34
Policy Statement, International Students.....	31
Polysomnography.....	174
Polysomnography Bridge.....	175
Polysomnography Certificate.....	176
Positron Emission Tomography Diploma.....	177
President's Message.....	10
Preventing Sexual Harassment.....	78
Prevention and Training Programs.....	78
Priority Registration.....	8, 36
Privacy of Educational Records (FERPA).....	45
Procedure (Student-Faculty/Staff).....	73
Procedure (Student-Student).....	73
Procedure for Approval of Clubs & Organizations Fundraising.....	62
Procedures for Reinstatement, Financial Aid.....	51
Professional Liability Insurance.....	32
Prohibited Student Conduct.....	70
Provisional Admissions.....	30
Psi Beta National Honor Society for Psychology.....	66
Public Safety Instruction, Continuing Education.....	85
Public Safety Information.....	68
Public Services and Fine Arts Division.....	22
Publications.....	67
Purges, Schedule.....	36

## **R**

Radiation Therapy Technology Diploma.....	178
Radiography.....	179
Readmission, Curricular Students.....	29
Refund Policy, Continuing Education.....	85
Refund Policy, Curriculum.....	34
Refund/Student Repayment Policies, Title IV Programs.....	54
Refusal of Admission Policy.....	27
Registration, Continuing Education.....	84
Registration, Curriculum.....	35
Registration for English and Math Transition Course.....	36
Reinforced Instruction for Student Excellence (RISE).....	191
Religious Observances Policy for Students.....	38
Repetition of Course Work.....	48
Reporting Process.....	75
Residency Process.....	31
Respiratory Therapy.....	180
Returned Check Fees.....	32
Roles and Responsibilities, Title IX.....	76
Rotaract.....	67





## **S**

Safety Training (OSHA).....	86
Satisfactory Academic Progress (SAP).....	35, 45, 49, 50
Schedule Changes (Drop/Add Period).....	37
Schedule Purges.....	36
Schedule of Courses, Continuing Education.....	84
Scholars of Global Distinction Program (SGDP).....	67
Scholarships.....	54
School Closure.....	68
Self-Supporting Courses.....	88

Seminars.....	88
Sexual Misconduct.....	70-79
Simulation and Game Development.....	181
Small Business Center.....	88
Solicitation of Funds.....	62
Soliciting Policy.....	81
Special Credit Students.....	30
Special Events.....	9
Spirit Club.....	67
Spring Ceremonies for Summer Graduates.....	47
Staff by Division.....	14-26
State Authorization of Distance Learning.....	42
Statement of Expectation.....	70
Student Activity Fees.....	32
Student Advocacy Personnel.....	16
Student Ambassadors.....	67
Student Appeals Process.....	40
Student Assistance Program .....	61
Student Classifications.....	47
Student Clubs.....	61-67
Student Code of Conduct.....	79
Student Code of Conduct Policy.....	70
Student Conduct in Online Courses, Discussions and Chat Rooms... 71	
Student Financial Aid Concerns.....	70
Student Government Association.....	67
Student Involvement in College Decision Making.....	69
Student Leaders Embracing Education in Polysomnography (SLEEP).....	67
Student Occupational Therapy Association (SOTA).....	67
Student Organizations.....	61
Student Rights and Responsibilities.....	69
Student Success Vision.....	13
Student Support Personnel.....	16
Student Support Services, TRiO.....	58
Students of Fine Arts (SOFA).....	67
Substance Abuse Policy.....	80
Summer Graduates.....	47
Supplemental Courses.....	191
<b>T</b>	
Teaching and Learning Development Division.....	15

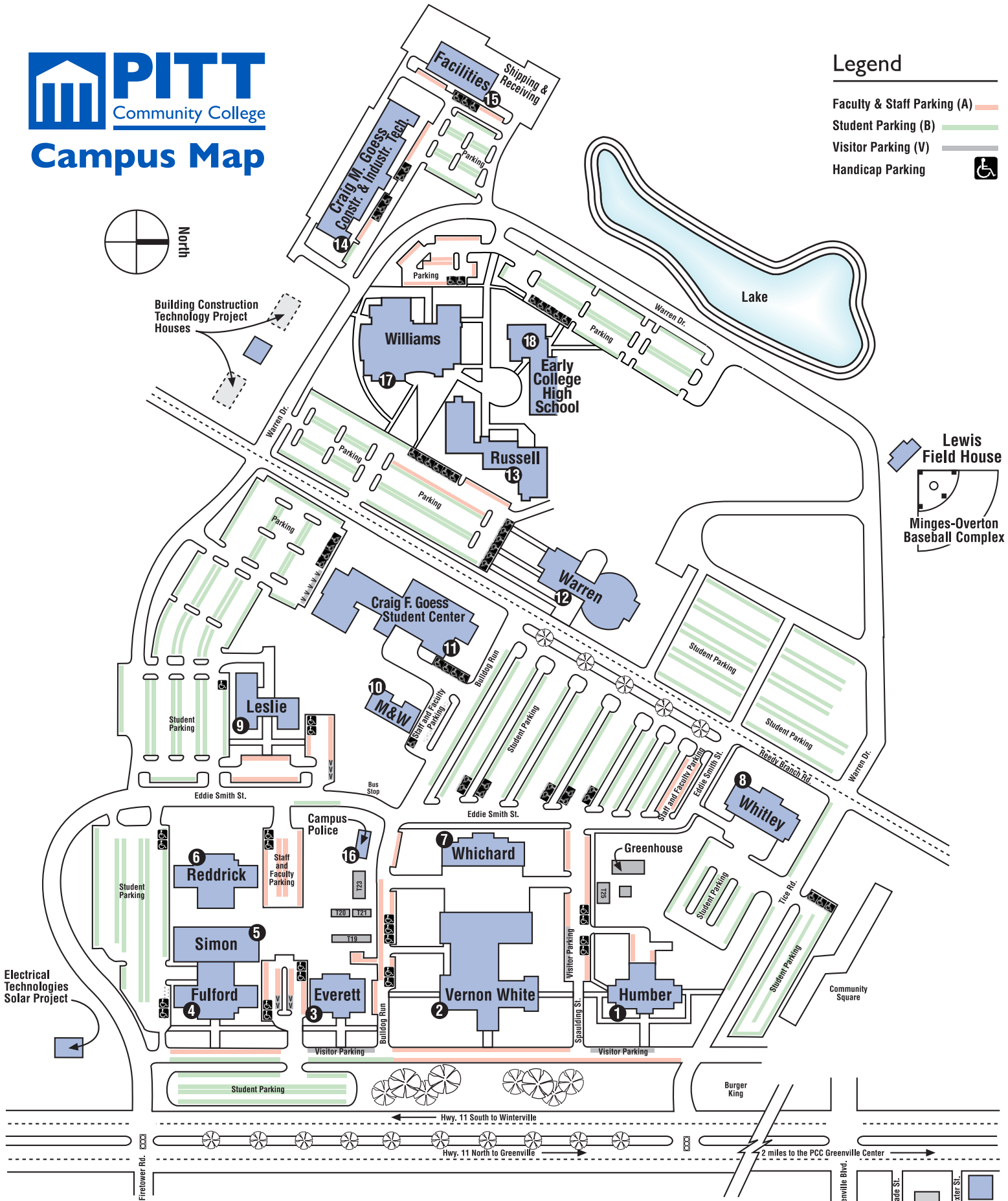
Technology Fee.....	32
Textbooks and Supplies.....	32
Title IV Repayment Policies.....	54
Title IX.....	73
Tobacco Use Policy.....	80
Traffic Regulations.....	68
Transcript Fee.....	32
Transcripts.....	46, 51
Transfer Admissions.....	29
Transfer Credit.....	39
Transitions Courses.....	191
Transitional Studies.....	16, 89
TRiO.....	16, 58
Tuition.....	31, 33
Tutorial and Academic Success Center (TASC).....	58
<b>U</b>	
University Transfer.....	184
Unsatisfactory Academic Progress.....	50
<b>V</b>	
Verification of Enrollment.....	46
Veterans' Benefits.....	56
Veterans Note.....	39
Vision Statement, Department of Student Support.....	57
VISIONS Program.....	48, 91
Vocational Rehabilitation.....	56
<b>W</b>	
Waitlist Courses.....	36
Walk-In Registration.....	35
Weekend College.....	35
Welding Technology.....	182
Whom to Contact, Title XI.....	75
Withdrawal from Classes.....	38
Women's Resource Center.....	57
Workforce Development Personnel.....	14
Work-Study, Federal.....	54
Workplace Literacy.....	90
Workshops.....	88
Written Student Complaints Policy.....	73

### Legend

- Faculty & Staff Parking (A) 
- Student Parking (B) 
- Visitor Parking (V) 
- Handicap Parking 



Building Construction  
Technology Project  
Houses



Electrical  
Technologies  
Solar Project

- 1 Humber Building (RLH)
- 2 White Building (VEW)
- 3 Everett Building (CWE)
- 4 Fulford Building (WEF)
- 5 Simon Building (HS)

- 6 Reddrick Building (RR)
- 7 Whichard Building (KWW)
- 8 Whitley Building (ABW)
- 9 Leslie Building (GHL)
- 10 Welding Building (MW)

- 11 Goess Student Center (CFG)
- 12 Warren Building (EJW)
- 13 Russell Building (CER)
- 14 Goess CIT Building (CIT)
- 15 Facilities Services Complex (FSC)

- 16 Campus Police
- 17 Williams Building (WMW)
- 18 Early College High School
- Mobile Units
  - T19 & T21 – Tutoring
  - T20 – Classroom
  - T23 – High School Programs & Work Based Learning
  - T25 – Horticulture Classroom

July 2018

## Notes

## Notes



## Notes

## **Pitt Community College**

Equal Opportunity Institution  
and  
Equal Opportunity Employer

The College's Title IX and 504 Coordinators are as follows:

For Employees:           Vice President, Human Resources  
Pitt Community College  
P.O. Drawer 7007  
Greenville, NC 27835  
Telephone: (252) 493-7289

For Students:           Assistant Vice President for Student Support  
P. O. Drawer 7007  
Greenville, NC 27835  
Telephone: (252) 493-7769

### **Student Right-to-Know Act Disclosure**

In compliance with the Student Right-To-Know Act, Pitt Community College hereby discloses a 4-year average (2016-2019) graduation/completion rate of 18% for first-time, full-time, degree/diploma/certificate seeking students.

**ACCELERATE**   
**YOUR FUTURE**



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