

## **PITT COMMUNITY COLLEGE**

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

#### **Volume XLII 2023 - 2024**

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Pitt Community College publishes this catalog to provide students and other interested persons with information about the College and its programs. The information provided is up-to-date as of Aug 1, 2023. For information about changes after this date, refer to the addendums to the catalog on the Pitt Community College website ([www.pittcc.edu](http://www.pittcc.edu)).

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

Students having questions not answered in this publication may secure additional information from the Office of the Executive Vice President of Academic Affairs/Student Services, Pitt Community College, P.O. Drawer 7007, Greenville, North Carolina, 27835-7007; telephone (252) 493-7211, Vernon White Building, Room 109.

It is the policy of Pitt Community College not to discriminate against any person on the basis of race, color, handicap, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of the faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. Pitt Community College is an equal opportunity institution.

#### **Institutional Accreditation Statement**

Pitt Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Pitt Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## **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

## **General PCC Information**

### **Organization**

#### **Board of Trustees**

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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 [gmsigmon057@my.pittcc.edu](mailto:gmsigmon057@my.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).

### **Board Members**

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### **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).

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

## Performance Measures

### 2023 Performance Measures Summary Report

	<i>System Excellence Level</i>	<i>Average Band Max</i>	<b>System Mean</b>	<i>Average Band Min</i>	<b>System Baseline</b>	<b>Pitt CC Score</b>
<b>A. Basic Skills Progress</b>	1.241	1.122	1.003	0.884	0.527	<b>1.131</b>
<b>B. Credit English Success</b>	1.144	1.074	1.004	0.934	0.723	<b>0.881</b>
<b>C. Credit Math Success</b>	1.194	1.100	1.005	0.910	0.626	<b>0.874</b>
<b>D. First Year Progression</b>	1.067	1.035	1.003	0.971	0.874	<b>0.962</b>
<b>E. Curriculum Completion Rate</b>	1.086	1.046	1.007	0.968	0.850	<b>0.970</b>
<b>F. Licensure Pass Rate Index</b>	1.069	1.026	0.982	0.938	0.806	<b>0.909</b>
<b>G. Transfer Performance</b>	1.036	1.009	0.982	0.954	0.871	<b>0.979</b>

*Based on NCCCS Data Office of Research and Performance Management  
Pitt Community College 2023 Performance Measures Scores (most recent available)*

## **Mission, Vision, Core Values**

### **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**

- Student Success
- Workforce Development
- Equity
- 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.

### **General Education Rationale**

Pitt Community College believes that the two foundational skills, effective critical thinking and written communication skills are essential competencies of the workplace and provide a necessary bridge for lifelong learning.

## **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, Scholarships, and VISIONS Career Development & Scholarship Program.

### **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, 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, Annual Report, CareerFocus Magazine, 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 is a nonprofit 501(c) 3 organization governed by a board of directors that includes local community leaders who volunteer to direct and support the foundation's activities. The foundation has authorization from the PCC Board of Trustees to receive contributions and gifts on behalf of the college. The PCC Foundation accepts gifts of cash, securities, deferred gifts, property, equipment, in-kind gifts, and materials. These gifts are used to provide funds for scholarship, educational activities, and educational materials that can assist the students and/or enhance the services of Pitt Community College. Each year, the foundation holds several major fundraising events, including the PCC Annual Fund Campaign, the Down East Holiday Show, and the PCC Spring Scholarship Event. In addition, over the past few years, the PCC Foundation completed the capital campaign to support the construction of the Eddie & Jo Allison Smith Center for Student Advancement. It secured \$1 million for a 2-to-1 match for the VISIONS Career Development and Scholarship Program. 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 campuswide 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 approve 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.

## **Enrollment Services**

### **Admissions**

Pitt Community College operates under the open-door admissions policy established in the North Carolina General Statute 115.D. All community colleges maintain an open-door admissions policy for applicants who are high school graduates or high school leavers 18 years of age or older. The College has the right to place these applicants selectively. For admissions information call (252) 493-7245.

### **General Admissions**

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). The basic requirements for curricular programs are as follows:

1. 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).
2. 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 submit 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.
3. 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. New Student Orientation (NSO) 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*,").**

### **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.

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

CTS 120 - Hardware/Software Support CTS 220 - Adv Hard/Software Support	CompTIA A+
NET 125 - Introduction to Networks NET 126 - Switching and Routing	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.

Course(s)	Credential
<b>Found in: Biotechnology (A20100)</b>	
BTC 181 - Basic Lab Techniques	BioWork
<b>Found in: Criminal Justice Technology Programs (A55180)</b>	
CJC 141 - Corrections CJC 225 - Crisis Intervention CJC 223 - Organized Crime	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: Health Information Technology Program (A45360)</b>	
HIT 211 - Diagnosis Coding & Reporting HIT 213 - Inpt Proc Coding & Reporting HIT 214 - OP Procedure Coding/Reporting	Certified Coding Specialist (CCS), AHIMA
HIT 211 - Diagnosis Coding & Reporting HIT 214 - OP Procedure Coding/Reporting	Certified Coding Specialist-Physician Based (CCS-P), AHIMA
HIT 211 - Diagnosis Coding & Reporting HIT 214 - OP Procedure Coding/Reporting	Certified Professional Coder (CPC), AAPC
<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:

Associate Degree Nursing  
Cardiovascular Sonography  
Computed Tomography and Magnetic Resonance Imaging Technology  
Dental Assisting  
Emergency Medical Science  
Health Information Technology  
Mammography  
Medical Assisting  
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 postsecondary institutions. Applicants should complete the following steps:

1. Submit a formal application.
2. Have official high school transcripts sent 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 sent 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) 493-7846 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*

## **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/Weekend Coordinator at (252) 493-7627.

## **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

Administrative Assistant  
Farmville Center  
252-753-0010

Jalil R. Davis, Administrative Assistant  
Greenville Center  
252-493-7260  
jrdavis197@my.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 [www.pittcc.edu](http://www.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.
- Hover mouse over "Student" which is located on the Pitt Portal banner to access the menu list
- Under "Academic Planning," click on "Student Planning," and then click "Plan your Degree & Register for Classes."

### 2. Registration Day (See Academic Calendar for dates)

- 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 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 for students on the date that 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. After 24 hours,

the offer will expire and the next student on the waitlist will be able to register.

- 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 Academic Calendar 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. 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 that audited course. These individuals are required to pay all the 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 - Student Success Strategies.

Transition courses do not meet elective or graduation requirements.

### **English and Math Transitions Course Procedure**

DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070 and DMA 080 have been replaced by MAT 003 - Transition Math or BSP 4003 . DRE 096, DRE 097, and DRE 098 have been replaced by ENG 002 - Transition English 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 - Writing and Inquiry . 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 nonwaivable 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 their myPittCC portal 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**

In order to be considered full-time, curricular students must take a minimum of 12 credit hours per semester. Students wanting to register for more than 21 credit hours per semester must have permission of the Department Chair/Program Director and Dean of the division of their major. Special Credit (visiting) students wanting to register for more than 21 credit hours per semester must have permission

from the Assistant Vice-President, Enrollment Services. Students shall not register for more than 28 credit hours per semester.

Students enrolled in the English and math transition courses through Pitt Community College's Career College Readiness (CCR) program in the same semester can enroll in up to 6 credit hours of curriculum courses. Students can enroll in up to 9 credit hours of curriculum courses if only enrolled in one transition course per semester (either only English or only math) through the CCR program.

### **5-Week Express Courses**

All students wanting to take any 5-week express course, not to exceed more than 7 credit hours, must get approval from the appropriate administrator.

Additionally, students must meet at least one of the following requirements:

- Current GPA of at least 2.8.
- Previous successful completion of an online (IN, SY), blended (BL, SB) or hybrid (HY, SH) course with a grade of C or better.

### **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.

### **PCC Post-Census Attendance Policy**

**Regular and punctual class attendance and participation are important for student success and expected of all students. When students must be absent, it is imperative that they remain in contact with their instructors. The instructor, subject to approval by the appropriate curriculum dean, may add other guidelines/policies based on the nature of the course. Students should refer to course syllabus for additional participation policies.**

- Students must enter each course by the census date, or they will be recorded as "never attended" (NA) and removed/withdrawn from the course.
- Students may withdraw from a course(s) by requesting a withdrawal from their advisor/instructor before the 75% point of the term. Student-initiated withdrawals will show on a student's transcript as an "OW".

- Students may be withdrawn by the instructor for safety or violations that prevent them from continuing in the class.
- Students who stop participating in a course and do not withdraw by the 75% point will receive the grade earned in the class. The final grade may be an A, B, C, D, F, P, R, IP, or I. Students should be aware that any missed class work will be counted in the calculation of the final grade. Students should refer to PCC's Incomplete Policy for more information on "I" grades.

Students may file an appeal to officially withdraw after the 75% point. Appeals must be submitted online and be accompanied by documentation in support of extenuating circumstances. Please see the "Appeals for Official Withdrawals" section in the Catalog.

### **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 75% 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 75% point of the term (or class) if they do not adhere to the attendance/contact policy as stated in the syllabus.

After the 75% 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.

Students may withdraw from a course(s) by requesting a withdrawal from their advisor/instructor before the 75% point of the term. Student-initiated withdrawals will show on a student's transcript as an "OW".

Students may be withdrawn by the instructor for safety or violations that prevent them from continuing in the class.

Students who stop participating in a course and do not withdraw by the 75% point will receive the grade earned in the class. The final grade may be an A, B, C, D, F, P, R, IP, or I. Students should be aware that any missed class work will be counted in the calculation of the final grade. Students should refer to PCC's Incomplete Policy for more information on "I" grades.

Students may file an appeal to officially withdraw after the 75% point. Appeals must be submitted online and be accompanied by documentation in support of extenuating circumstances. Please see the "Appeals for Official Withdrawals" section in the Catalog.

### Exceptions for Withdrawal

Students wishing to officially withdraw after the 75% 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 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 nontraditional 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.

### **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.

### **Online Degrees:**

- Accounting and Finance: Accounting
- Accounting and Finance: Financial Services
- Associate in Arts
- Associate in Arts in Teacher Preparation
- Associate in Science in Teacher Preparation
- Business Administration: General BA
- BA: Human Resources Management
- BA: Marketing
- Criminal Justice Technology (CJT)
- Early Childhood Education (Birth-Kindergarten)\*
- Early Childhood Education (Career Track)\*
- Early Childhood Education (Non-Licensure)\*
- Emergency Medical Science - Bridge\*

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:**

- HMT: Healthcare Entrepreneurship
- HMT: Long-Term Care
- Human Service Technology
- Industrial Management Technology (IMT)
- IT: Computer Programming and Development
- IT: Web Development
- 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

- Health Information Technology\*
- Healthcare Management Technology (HMT): General
- HMT: Accounting Concentration

- OA: Office Finance
- Polysomnography Bridge

### Online Diplomas:

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

### Online Certificates:

- |  |  |                                   |  |
|--|--|-----------------------------------|--|
| • Accounting: Basic Accounting                       | • Healthcare Management Technology (HMT)   | • Early Childhood Education (ECE) | • MOA: Patient Services Representative |
| • Accounting and Finance: Basic Financial Services   | • HMT: Long-Term Care                      | • ECE: Administration             | • Representative                       |
| • Accounting and Finance: Managerial/Small Bus. Acct | • Human Services Technology: Aging Studies | • ECE: Autism                     | • OA: Data Entry                       |
| • Advertising and Graphic Design: Graphic Design     | • IMT: Bio-Management Practices            | • ECE: Infant and Toddler         | • OA: Legal                            |
| • BA: Business Supervisor                            | • IMT: Principles of Lean Manufacturing    | • ECE: School Age                 | • OA: Office Finance                   |
| • BA: Human Resources Management                     | • IT: C# Programming                       | • ECE: Special Education          | • OA: Office Software                  |
| • BA: Management Applications and Principles         | • IT: Data Reporting and Analytics         |                                   | • Positron Emission Tomography         |
| • BA: Marketing                                      | • IT: Java Programming                     |                                   |  |
| • BA: Payroll & Benefit Specialist                   | • IT: Python Programming                   |                                   |  |
| • CJT: Basics of Criminal Justice                    | • IT: Web Development                      |                                   |  |
| • CJT: Corrections                                   | • Magnetic Resonance Imaging (MRI)*        |                                   |  |
| • CJT: Essential Police Operations                   | • Mammography*                             |                                   |  |
| • CJT: Introduction                                  | • MOA: Medical Receptionist                |                                   |  |
| • Computed Tomography (CT)*                          |  |                                   |  |

### Grading Information

#### Grade Point Average (GPA)

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

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

#### Dean's List and Honor Roll

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

The Dean's List and Honor Roll, prepared by the Admissions and Records Office, is published on the Student Recognitions page of our website, 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 Grade Replacement 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 Policy

A temporary grade of Incomplete ("I") is issued at the discretion of the instructor if the student is enrolled past the 75% 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."

### **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.

## **Grade Replacement and Forgiveness Policies**

### **Grade Replacement**

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.

### **Grade Forgiveness**

Students who return to Pitt Community College after being out for a minimum of 36 consecutive months (three years) and wish to make a "fresh start" in pursuing educational goals may apply for grade forgiveness. Grade forgiveness allows for "F", "I", or "W" grades earned at the College three or more years prior to current enrollment to be eliminated from the cumulative GPA calculation.

The application of this policy will not affect the Financial Aid Satisfactory Progress measurement.

To qualify for grade forgiveness, students must meet the following criteria:

- No enrollment in a curriculum program at Pitt Community College for a minimum of three years prior to current enrollment.
- Be currently enrolled in curriculum courses.
- Prior to implementation of the Grade Forgiveness Policy, the student must enroll in the college and complete a minimum of 12 consecutive semester credit hours with a minimum GPA of 2.00. The 12 credit hours must be hours that are included in the calculation of GPA.
- For some programs, there may be additional or specific requirements related to admissions criteria, i.e. Health Sciences programs or Veteran's Affairs.

Additionally, the following points apply regarding the consideration of grade forgiveness:

- Grades earned at other colleges cannot be forgiven.
- Students may apply for grade forgiveness one time during their academic career at Pitt Community College.
- Students may apply for grade forgiveness if the previous course is no longer being offered at Pitt Community College.
- Forgiven grades remain on the transcript but are not calculated in a student's cumulative GPA.
- Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade-point averages for admission or other purposes.
- Official Withdrawals (OW) are not eligible for grade forgiveness. Please see PCC's OW Policy for more information regarding Official Withdrawals.

To request grade forgiveness, students must complete the Application for Grade Forgiveness form and submit it to the Office of the Registrar. Students will be notified through their MyPittCC email of the decision, and in cases of approval, GPA recalculations will be made.

## **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 Pitt Community College 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 \$5.25 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) 493-7245.

### **Verification of Enrollment**

Students may request verification of their enrollment at the College through the Admissions and Records Office. Pitt Community College processes verification requests for the current semester after the census date for that semester. Pitt Community College makes student enrollment verification available 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. Request 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 fill out the digital form to request for the change of curriculum.

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 by the posted deadline. Complete the graduation application located in the myPittCC portal, no later than the following dates:

- Fall Graduation: October 1
- Spring Graduation: March 1
- Summer Graduation: July 1

\*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 3.00 or higher 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 and December. 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 Fall Ceremonies

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

Students desiring to participate during the fall graduation ceremony must:

1. Make an appointment with their advisors to discuss their graduation readiness.

2. Apply for graduation.
3. Pay fees for graduation.

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

In addition:

1. All requests for summer graduates to participate in the fall 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.

### 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 Student Success Advising Office at 252-493-7578.

## Tuition, Fees, and Other Expenses; Financial Aid

### 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**

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 noncurriculum 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 2023 Fall Semester

### Resident Student

Credit Hours	Cost per Credit Hour	Activity Fee*	Technology Fee	Access Fee*	Accident Insurance	Total Amount+
1	\$76.00	\$26.00	\$32.00	\$15.00	\$1.00	\$150.00
2	\$152.00	\$26.00	\$32.00	\$15.00	\$1.00	\$226.00
3	\$228.00	\$26.00	\$32.00	\$15.00	\$1.00	\$302.00
4	\$304.00	\$26.00	\$32.00	\$15.00	\$1.00	\$378.00
5	\$380.00	\$26.00	\$32.00	\$15.00	\$1.00	\$454.00
6	\$456.00	\$26.00	\$32.00	\$15.00	\$1.00	\$530.00
7	\$532.00	\$26.00	\$32.00	\$15.00	\$1.00	\$606.00
8	\$608.00	\$26.00	\$32.00	\$15.00	\$1.00	\$682.00
9	\$684.00	\$26.00	\$32.00	\$15.00	\$1.00	\$758.00
10	\$760.00	\$26.00	\$32.00	\$15.00	\$1.00	\$834.00
11	\$836.00	\$26.00	\$32.00	\$15.00	\$1.00	\$910.00
12	\$912.00	\$26.00	\$32.00	\$15.00	\$1.00	\$986.00
13	\$988.00	\$26.00	\$32.00	\$15.00	\$1.00	\$1,062.00
14	\$1,064.00	\$26.00	\$32.00	\$15.00	\$1.00	\$1,138.00
15	\$1,140.00	\$26.00	\$32.00	\$15.00	\$1.00	\$1,214.00
16	\$1,216.00	\$26.00	\$32.00	\$15.00	\$1.00	\$1,290.00

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

+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+
1	\$268.00	\$26.00	\$32.00	\$15.00	\$1.00	\$342.00
2	\$536.00	\$26.00	\$32.00	\$15.00	\$1.00	\$610.00

3	\$804.00	\$26.00	\$32.00	\$15.00	\$1.00	\$878.00
4	\$1,072.00	\$26.00	\$32.00	\$15.00	\$1.00	\$1,146.00
5	\$1,340.00	\$26.00	\$32.00	\$15.00	\$1.00	\$1,414.00
6	\$1,608.00	\$26.00	\$32.00	\$15.00	\$1.00	\$1,682.00
7	\$1,876.00	\$26.00	\$32.00	\$15.00	\$1.00	\$1,950.00
8	\$2,144.00	\$26.00	\$32.00	\$15.00	\$1.00	\$2,218.00
9	\$2,412.00	\$26.00	\$32.00	\$15.00	\$1.00	\$2,486.00
10	\$2,680.00	\$26.00	\$32.00	\$15.00	\$1.00	\$2,754.00
11	\$2,948.00	\$26.00	\$32.00	\$15.00	\$1.00	\$3,022.00
12	\$3,216.00	\$26.00	\$32.00	\$15.00	\$1.00	\$3,290.00
13	\$3,484.00	\$26.00	\$32.00	\$15.00	\$1.00	\$3,558.00
14	\$3,752.00	\$26.00	\$32.00	\$15.00	\$1.00	\$3,826.00
15	\$4,020.00	\$26.00	\$32.00	\$15.00	\$1.00	\$4,094.00
16	\$4,288.00	\$26.00	\$32.00	\$15.00	\$1.00	\$4,362.00

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

+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.

### **Financial Aid**

The goal of Pitt Community College's Financial Aid Office is to assist students having financial need. Students and their families can apply online at

<https://studentaid.gov>. The FAFSA Application opens October 1 for the upcoming academic year, so students and/or parents will want to apply early. This assistance may come in the form of grants, scholarships, student or parent loans and/or work opportunities.

Need is determined by evaluating the information provided on a Free Application for Federal Student Aid (FAFSA) application. Factors such as household size, number in college, household income, assets, and benefits are considerations in determining the need for aid. The FAFSA produces an Expected Family Contribution (EFC) which is a pre-cursor to potential student award(s). The amount of the actual award is determined once the Financial Aid Office receives the Student Aid Report (SAR). Eligible students will receive a financial aid package award consisting of grants, scholarships and loans, 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.

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

The Financial Aid Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Summer hours may vary. The Financial Aid Office is located in the Craig F. Goess Student Center, Suite 100. For further information, contact the Financial Aid Office by calling Enrollment Services at 252-493-7245 **or by email at** [pccfa@email.pittcc.edu](mailto:pccfa@email.pittcc.edu).

### **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 General Scholarship, students may submit the General Scholarship Application between February 1 through April 1 for the upcoming academic year.

*To apply for an institutional scholarship, all students must complete a FAFSA*

*at:* <https://studentaid.gov>. The FAFSA will assist the Institutional Advancement Office in determining need for the applicants submitting a General Application. The awarding of all types of financial aid is coordinated through 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 upon receiving financial assistance, will result in the cancellation of future assistance, along with 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.

### **Grants**

#### **Federal Pell Grant**

Federal Pell Grant is awarded based off of the information provided by the FAFSA each year. The Federal Pell Grant awards 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.

The Basic Law Enforcement Curriculum spans over two (2) terms but is considered one term (i.e. August to March); so financial aid is paid out for one term (usually in the fall term).

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

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need (with priority given to Federal Pell Grant recipients). Schools receive a limited amount of funds for the FSEOG program. 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**

The North Carolina Education Lottery Scholarship (ELS) was created by the 2005 General Assembly to provide financial assistance to needy North Carolina residents attending eligible colleges and universities located within the state of North Carolina. Funding for this program is contingent upon appropriation by the North Carolina General Assembly.

## **North Carolina Golden Leaf Scholarship**

The Golden Leaf Scholarship strives to increase economic opportunities for North Carolina's rural tobacco-dependent, and economically distressed areas by investing in students who commit to attend a North Carolina institution, graduate, and return to a rural community in the state.

## **North Carolina Targeted Assistance Grant**

The North Carolina Community College Targeted Assistance Grant is used to offer financial assistance for students who 1) enroll in low-enrollment programs that prepare students for high demand occupations, 2) have disabilities and have been referred by the Division of Vocational

Rehabilitation, or 3) enroll on a less than half-time basis. Funding for this program is contingent upon appropriation by the North Carolina General Assembly.

## **North Carolina Longleaf Commitment Grant**

The North Carolina Longleaf Commitment Grant is available for students that graduated during 2019-2020, 2020-2021 and 2021-2022. The Longleaf Commitment is a grant program for North Carolina high school graduates who will attend one of our state's "Great 58" community colleges starting in the Fall 2022 semester. High school students may be eligible to receive this grant - not a loan - for tuition and fees toward a degree or to attain transfer credit. Full-time eligible students are guaranteed to receive \$700 to \$2,800 per year, for a total of two years. Less than full-time students may receive a partial award. The Longleaf Commitment Grant Program ends at the conclusion of the 2024 spring semester. The student must meet the following:

- NC Resident as determined by the NC Residency Determination Service,
- Complete a FAFSA and **renew** the FAFSA for subsequent year(s),
- Must have a FAFSA Expected Family Contribution (EFC) of \$15,000 or less,
- Must meet the Satisfactory Academic Progress (SAP) status,
- Maintain enrollment in at least six (6) credits hours per semester at a NC Community College.
- May be used to cover the cost of pre-requisite or co-requisite development course(s) in the first year of enrollment.

*\*NOT eligible if transferring from a 4-year college or university. (Community College to Community College is OK).*

## **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.
- 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.
- If you are receiving assistance for childcare from social services, you cannot be awarded this grant.
- All applicants must be eligible to receive Federal Pell Grant funds.

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

## **Loans**

### **Federal Direct Student Loans**

The following information can be obtained from the U.S. Department of Education at: [www.studentaid.gov](http://www.studentaid.gov).

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, 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.

Both student and parent PLUS loans are processed upon request with the completion of the PCC Loan Acceptance Forms. Students through the Direct Student Loan Acceptance form and parents through the Direct Parent PLUS Loan Form.

Both the student Direct Loan Acceptance Form and the Direct Parent PLUS form is found at [www.pittcc.edu](http://www.pittcc.edu). under Financial Aid web page, under FORMS.

## Requesting a Direct Student Loan

Students must complete the Direct Loan Acceptance Loan form and submit it to the Financial Aid Office. Students must complete Online Entrance Counseling and electronically sign a Master Promissory Note (eMPN) before funds disbursement. Both the Entrance Counseling and the MPN are completed at [www.studentloans.gov](http://www.studentloans.gov).

- Students must have a minimum of 6 credits in their degree to be eligible for direct student loans.
- Students are not loan eligible if they are currently Unsatisfactory under the Satisfactory Academic Progress Policy.
- Complete your Entrance Loan Counseling at: [www.studentloans.gov](http://www.studentloans.gov).
- Fill out your eMPN online at: [www.studentloans.gov](http://www.studentloans.gov).
- 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.

## Parent Plus Loans

The following information is obtained from the U.S. Department of Education at: [www.studentaid.gov](http://www.studentaid.gov)

### Direct Parent PLUS Loan

- Parent must be student's biological or adoptive parent or the student's stepparent, if the biological or adoptive parent has remarried at the time of application.
- Must have completed the FAFSA (Free Application for Federal Student Aid).
- Student 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.

- Parent must complete the Direct PLUS Loan Master Promissory Note (MPN)
- Parent must complete PLUS Credit Counseling
- Complete and submit the PCC FA Office Direct PLUS Loan Acceptance Form.

### Additional requirements to receive a PLUS loan

Parent PLUS loan borrowers cannot have an adverse credit history (a credit check is completed).

Parents and their dependent child must be U.S. citizens or eligible noncitizens.

Parent and their dependent child 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 Direct PLUS Loan Basics for Parents at: [www.studentaid.gov](http://www.studentaid.gov).

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

To take out a Direct PLUS Loan for the first time, you must complete a PLUS Application and Master Promissory Note (MPN), along with the PCC Parent Plus Acceptance 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 PLUS Loan Acceptance Form which is currently located on PCC's website at: <https://pittcc.edu/tuition-financial-aid/forms>.

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 Parent 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 FSA-ID. To create or

retrieve your FSA user ID and password, go to <https://studentaid.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 at the same school. 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 Parent 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 based on student's Cost of Attendance and other aid already in place.

The interest rate for Direct PLUS Loans is a fixed rate of 8.05% (2023-2024). Direct Parent 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

Parent 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 Parent PLUS Loan that you receive. This fee helps reduce the cost of making these low-interest loans. We deduct the fee is deducted 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 Parent PLUS Loan, are eligible to receive additional Direct Unsubsidized Loan funds.

#### How a PLUS 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, for example, disbursements will take place at approximately 4 weeks into each semester. 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 the remaining balance of the disbursement directly by check to the student. Your child's school will notify the student in writing each time they disburse part of the loan money and will provide information about how to cancel all or part of the 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

Parents may use the loan money received only to pay their student's education expenses at the school that is certifying 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.

## **Alternative Loans**

Alternative loans are private loans made by an outside lender to students attending school (such as personal bank and other financial institutions whom offering education alternative student loans). Often, independent students who desire additional loan eligibility beyond the Direct Student 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.

## **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 maximum award is based upon remaining need. The students may work up to 20 hours per week and receive paychecks on a monthly basis. The majority of PCC's work-study students are paid \$10.00 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 who have indicated on their FAFSA application they are interested in the Federal Work Study Program will be invited by the Careers Services Office to submit a FWS Application. The FA Office will review the applications to verify that the student has remaining need and can be awarded Federal Work Study funds. Placement will be determined via the list of interested campus offices and off-campus work sites looking to hire students, as well as, the area that the student has an interest.

## **Financial Aid Bookstore/Supply Purchase Policy**

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

Students may choose to use their financial aid balance at the student store to purchase books, supplies and kits needed for courses. Students will have the opportunity to purchase student store items before the Financial Aid disbursements are made. Each term there is a window of time in which students are allowed to charge to their FA account. Once a refund check is mailed, students may not charge to their student account any further.

## **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 through a Return to Title IV (R2T4) calculation whether, and to what extent, any funds disbursed on the student's behalf is considered 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. 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.

## **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/or classes has begun. The Financial Aid disbursement schedule is online at [www.pittcc.edu/](http://www.pittcc.edu/) under Financial Aid web page, Disbursement Info. 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. Students may contact the Financial Aid Office if they are unsure they have funds to cover any late-start classes or books. Class

attendance verification is required prior to disbursement of remaining funds. Students may not pick up disbursement 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 WorkStudy, Federal Direct Loan, and funds from other federal or state administered programs. (See PCC's Satisfactory Academic Progress Scale.)

The Financial Aid Office completes SAP calculations 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. On the Financial Aid web page, scroll down to the section titled "Filing for Satisfactory Academic Appeal". There students will find the link to the Appeal Application. Students may also come by the Financial Aid Office in the Craig F. Goess Student Center. The forms must be submitted to the Financial Aid Office by the following deadlines:

Fall 2022 - July 22, 2022 by 1:00 pm

Spring 2023 - December 2, 2022 by 5:00 pm

Summer 2023 - May 1, 2023 by 5:00 pm

### **Satisfactory Academic Progress (SAP)**

PCC considers a student who is not on academic probation or suspension to be in good academic standing. PCC then considers the student is making SAP as long as the student is meeting the Cumulative 67% Completion Rate and the GPA. The first term the student does not meet these requirements, the student is placed on WARNING. Federal regulations require that a student receiving federal financial aid of any kind be making SAP.

### **Good Academic Standing**

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

### **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 status of the student (1,6,9,12,15 credits). This will be done by the system automatically. Add Ons, Drops, Withdrawals, Cancellations, 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.

### **Measurable Satisfactory Academic Progress**

1. To maintain SAP, students must earn a cumulative GPA of 2.0 or higher.
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 halftime.

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**

The first semester that a student does not reach the required Cumulative 67% Completion Rate and/or the GPA. Student may still receive aid during the term of WARNING.

A student can be placed on financial aid warning for multiple reasons. If their cumulative grade point average falls below academic progress standards and/or they are not meeting the minimum required cumulative 67% completion pass rate. Students may also be placed on warning if they reach the 150% Maximum Program Timeframe. Students will be eligible to receive federal financial aid during their warning semester.

### **Unsatisfactory Academic Progress**

A student is placed on Unsatisfactory Academic Progress status once they have been unable to meet the Satisfactory Academic Progress standards for two consecutive terms in a row. Students in this status are not eligible to receive federal financial aid. Students may continue to attend the institution but cannot receive financial aid until such time as they have regained Satisfactory Academic Progress. Once Satisfactory Academic Progress status has once again been achieved, the student is once again eligible to receive financial aid.

It is much the same way for Veteran Students. If after two (2) consecutive semesters Veteran students have failed to maintain Satisfactory Academic Progress status 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.

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

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

Degree Students should finish their degree or program within 150% timeframe of the published amount of time the curriculum would normally require. (Example - Curriculum requires 75 hours to complete. Students have 112 attempted 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 the student's major. If a student has previously graduated from a PCC curriculum, the previous credits transferable toward the new curriculum are counted. All other coursework counts except developmental courses. Students who attend beyond the 150% Maximum Program Timeframe 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 (69 credits to earn degree). There are 32 credits completed from the Associates in General Education that are applied towards the Nursing curriculum. Only 32 credits (the

credits that applied toward the Nursing Program) would count toward 150% ( $69 \times 1.5 = 103.5$ ).

### **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 2023 - December 4, 2023 by 5:00 PM
  - Spring 2024 - May 1, 2024 by 5:00 PM
  - Summer 2024 - July 26, 2024 by 12:00 PM
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 67% Completion Rate and GPA are met.
2. Retroactive payments for previous terms is prohibited while the student was not meeting Satisfactory Academic Progress.

### **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).

## 2023-2024 Student Budget for Campus Based Programs

	<b>A</b> <b>9 Months</b> <b>Living at Home</b>	<b>B</b> <b>9 Months</b> <b>Living Away</b>	<b>C</b> <b>12 Months</b> <b>Living at Home</b>	<b>D</b> <b>12 Months</b> <b>Living Away</b>
<b>In-State Tuition</b>	\$2,580	\$2,580	\$3,871	\$3,871
<b>Books/Supplies</b>	\$1,500	\$1,500	\$2,250	\$2,250
<b>Room/Board</b>	\$4,071	\$8,141	\$5,425	\$10,849
<b>Personal Expenses</b>	\$5,530	\$5,530	\$7,369	\$7,369
<b>Transportation</b>	\$1,690	\$1,690	\$2,252	\$2,252
<b>TOTALS</b>	\$15,371	\$19,441	\$21,167	\$26,591

	<b>A</b> <b>9 Months</b> <b>Living at Home</b>	<b>B</b> <b>9 Months</b> <b>Living Away</b>	<b>C</b> <b>12 Months</b> <b>Living at Home</b>	<b>D</b> <b>12 Months</b> <b>Living Away</b>
<b>Out-of-State Tuition</b>	\$8,724	\$8,724	\$13,087	\$13,087
<b>Books/Supplies</b>	\$1,500	\$1,500	\$2,250	\$2,250
<b>Room/Board</b>	\$4,071	\$8,141	\$5,425	\$10,849
<b>Personal Expenses</b>	\$5,530	\$5,530	\$7,369	\$7,369
<b>Transportation</b>	\$1,690	\$1,690	\$2,252	\$2,252
<b>TOTALS</b>	\$21,515	\$25,585	\$30,383	\$35,807

Budgets are based on the exact credits a student takes each semester. The above charts represent 9-month and 12-month, 16 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>

## **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:

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.

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.

The student will complete a self-assessment test and a test/orientation over the internet to determine their ability to participate in internet coursework.

The student must earn a grade of "D" or better in each internet course attempted in order to enroll in a subsequent internet course.

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

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).

#### Scholarships

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

for the following scholarships listed on the PCC Foundation website: <https://www.pittccfoundation.com/scholarships/pcc-foundation-scholarships/>

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:

Current Pitt Community College student

Completed 12 credit hours at Pitt Community College

Have a 2.5/4.0 or better GPA

Have no disciplinary action

Plan to attend a PCC-sanctioned education abroad program

Have shown how education abroad experience relates directly to curriculum (student must be eligible to receive academic credit)

Student must be 18 years of age or have written permission from legal guardian

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 Robin Ashley at 493-7807 or email [rashley@email.pittcc.edu](mailto:rashley@email.pittcc.edu).

## **Student Support Services**

### **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.

## **Campus Resources**

### **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.

### **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)

### **Counseling**

#### **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.

### **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.

### **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, contact the MMSI office at (252) 493-7506 or email: Jqfuller@my.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. 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/>

## 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 [pcceoc@my.pittcc.edu](mailto:pcceoc@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 face-to-face, virtual, or walk-in tutoring 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.

### **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).

### **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.

### **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)).

## **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.

## **Lost and Found**

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

## **Publications**

Pitt Community College publishes the following:

- Student Handbook
- Program Sheets
- PCC Profile
- CareerFocus Magazine
- Annual Report

The Media Relations Department also posts news, photos, and videos on the PCC website and social media pages.

## **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.

## **Recreational Sports and Athletics**

### **Recreational Sports**

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.

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 nontraditional 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.

### **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 Executive 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. For more information in establishing your club account, contact Institutional Advancement's administrative assistant at (252) 493-7210. This service is free of charge to all PCC recognized clubs and organizations.

The process for depositing funds into your club or organization account is as follows:

- 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. Institutional Advancement's administrative assistant will re-count and verify that the funds match club documentation and deposit those funds with the Cashier's Office.

To spend your club or organization account funds, follow guidelines below:

- Adhere to all procedures with PCC Purchasing.
- Either a requisition/EP order must be completed or items/services purchased with a p-card by the club or organization advisor.
  - P-card users must complete appropriate logs.
  - P-card purchases should be coded as 'Foundation Club/Program' in BOA Works with receipt attached allowing Institutional Advancement administrative assistant to approve purchases.
  - Requisitions must have VP of Institutional Advancement as next approver.

- Remember 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. Advisors are responsible for tracking their purchases and deposits and knowing how much money they have accessible in their account. 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 Fundraising 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.

### **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 twoyear 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 [ptk.org](http://ptk.org) or contact Dr. Joy Moses-Hall (252) 493-7558 or Alison Davis (252) 493-7447.

### **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 to wear when representing the college. 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 exclusively online. Contact John Carrere at (252) 493-7380 for more information or visit the PCC Student Ambassador website at [www.pittfoundation.com](http://www.pittfoundation.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 (SEAL) at (252) 493- 7440, [pcstudentactivities@my.pittcc.edu](mailto:pcstudentactivities@my.pittcc.edu), or visit the PCC Clubs and Organizations website.

### **Active Clubs and Organizations**

- American Association of Medical Assistants (AAMA)
- Answering the Call
- Association of Advertising and Graphic Design

- Automotive Club
- Bruiser's Crew Peer Mentoring
- Circle of Sisters (COS)
- Collegiate DECA
- Collegiate Recovery Association at Pitt Community College
- CovenantPCC
- Drama Club
- Early Childhood Student Organization
- Elements of Praise Gospel Choir
- Engineering & Physical Science Club
- Environmental Science Club
- Gamma Beta Phi
- Global Student Club
- Health Information Technology Student Association (HITSA)
- National Society of Leadership and Success (Sigma Alpha Pi)
- PCC Amateur Radio Club
- PCC Association of Human Services Technology (PCCAHST)
- PCC Association of Nursing Students (PCCANS)
- PCC Association of Radiography Students
- PCC Association of Respiratory Therapy Students (PARTS)
- PCC Criminal Justice Association
- PCC Diagnostic Medical Sonography Club
- PCC Gender-Sexuality Alliance
- PCC History Association
- PCC Math Club
- PCC Music Club
- PCC Paralegal Association (PCCPA)
- PCC Sociology and Psychology Association
- PCC Student Veterans Association
- Pitt Game Development Association
- Pitt Paranormal Research Association
- Psi Beta National Honor Society for Psychology
- Rotaract
- SkillsUSA
- Scholars of Global Distinction Program (SGDP)
- Student Leaders Embrace Education in Polysomnography (SLEEP)
- Student Occupational Therapy Association (SOTA)
- Student of Fine Arts (SOFA)

## **Inactive Clubs and Organizations**

- Bulldogs for Christ
- Chess Club
- Chinese Culture Student Club
- Cycling Club
- FUSE College Ministry
- Healthy Living Active Living (HEAL)
- Latter-day Saints Student Association
- Mixed Martial Arts (MMA)
- Pitt Dance Team
- Spirit Club

## **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) Unprejudicial-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) unprejudicial-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, 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 the Senior Director of Student Advocacy and/or Assistant Vice President for Student Support. Students are required to report these complaints via the Student Complaint Report Form.

### **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 excluding sexual harassment complaints.
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.

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 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. 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.

Step 2. If the complaint is not resolved at the informal conference between the students, the student should submit a grievance to 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. 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.

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 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](mailto:kwilliamson@email.pittcc.edu)

Jasmin L. Spain, M.Ed.

#### **Assistant Vice President, Student Support**

Telephone: 252-493-7211

E-mail: [jlspain@email.pittcc.edu](mailto:jlspain@email.pittcc.edu)

## Campus Policies

### 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 nonconsensual 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 Compliance Officer/Decision-Maker**

Assistant Vice President, Student Support

Telephone: 252-493-7211  
E-mail: jlspain125@my.pittcc.edu

**Dr. Kimberly Williamson, Title IX Coordinator**

Senior Director, Student Advocacy  
Telephone: 252-493-7217  
E-mail: kfwilliamson542.my.pittcc.edu

**C. Brian Jones, Title IX Appellate Officer**

Assistant Vice President, Enrollment Services  
Telephone: 252-493-7867  
E-mail: cbjones0288@my.pittcc.edu

**Doug Collins, Title IX Investigator**

Assistant Director, Financial Aid  
Telephone: 252-493-7326  
E-mail: jdcollins282@my.pittcc.edu

**Erin Harvey, Title IX Investigator**

PCS Early College HS Liaison  
Telephone: 252-493-7827  
E-mail: emharvey909@my.pittcc.edu

**Dr. Travis Kinsey, Title IX Investigator**

Director, TRiO Programs  
Telephone: 252-493-7762  
E-mail: tlkinsey532@my.pittcc.edu

**Olivia Sutton, Sexual Misconduct Complainant Advocate**

Lead Counselor, Counseling Services  
Telephone: 252-493-7222  
E-mail: omsutton339@my.pittcc.edu

**Campus Police**

252-493-7777

**Employee Point of Contact**

**Please contact PCC Human Resources**

Telephone: 252-493-7289

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 omsutton339@my.pittcc.edu.

Support is also offered to the Respondent by contacting PCC Counseling Services at 252-493-7809 or 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. Students do not need to provide a doctor's note to be excused. 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;
2. any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
3. any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public;
4. any act or threat of violence made directly or indirectly by words, gestures, or symbols;
5. use of weapons on the college campus.

It is required of all students, staff, faculty, and customers to be familiar with this policy and to report, in accordance with this policy, any behavior that compromises the college's ability to maintain a safe work/learning environment. All reports will be investigated and kept confidential except where there is a legitimate need to know.

A violence prevention team has been established to oversee policies regulating violence on campus. There is also on-going training that is required of all students, staff, and faculty.

### **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 NC GS 14-269.2(k), a handgun is permissible on Pitt Community College's campus only under the following limited circumstances:

1. The person has a concealed handgun permit valid under NC GS 14-415.24 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 in 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
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:
  - Move the handgun from concealment on the person to a closed compartment or container within the vehicle.
  - 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, NC GS 89-90 through NC GS 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.

### **Smoke-Free and Tobacco-Free Policy**

Pitt Community College is a smoke-free and tobacco-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.

### **Skateboards and Similar Vehicles Use on Campus Policy**

Out of concern for property and pedestrian safety, the College prohibits the use of skateboards, roller skates, rollerblades, scooters and similar non-motorized devices on campus. No person shall ride or operate such vehicles upon properties owned, leased or occupied by Pitt Community College, including but not limited to buildings, grounds, sidewalks, streets and parking facilities. Bicycles shall not be ridden on any campus sidewalks. This policy applies to all members of the campus community and visitors.

### **Institutional Review Board Policy Statement**

The Institutional Review Board (IRB) for Human Subject Research at PCC has responsibility to oversee procedures for carrying out the Colleges commitment to protect human subjects in research. The role of the IRB is to review proposed research projects that involve the use of human subjects; ensure that the individuals involved in the project are treated ethically; ensure that all subjects are provided with substantial information about the

study and consent to be a subject in the study; and, ensure that all private information will be handled with confidentiality. The IRB is authorized to review, approve, require modifications in, or disapprove research activities conducted by or through the College using human subjects..

### **Fiscal Control of Externally Funded Programs Policy**

The PCC Office of Sponsored Programs (OSP) is responsible for coordination externally sponsored programs campus wide to ensure compliance with regulations and guidelines prescribed by the sponsoring agencies and with institutional policies. The OSP cooperates with the Administrative Services Division to ensure the integrity of accounting and financial information and reports. Externally funded grants and program funds adhere to purchasing and financial guidelines established by the grant awarding 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 of PCC's computer resources and computer network must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. The College does not attempt to define all acceptable or unacceptable uses of the network. Acceptable conduct must be assessed by individual

users. The following information assists the users in making such assessments.

### **Examples of Acceptable Use Encouraged by Pitt Community College**

Acceptable Use of 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;
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 (e-mail) is not guaranteed to be private. In addition, system operators log network use (WWW, e-mail, etc.). However, all communication and information accessible on the networks can be assumed to be private (following the dictates of common politeness and common sense).
- **Authorization** - Students, faculty, and staff must have appropriate authorization to use the network.
- **Priority of Access** - Students, faculty, and staff 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).

## **Academic Support**

### **BioNetwork**

**Background:** The North Carolina Community College System (NCCCS) established BioNetwork in 2004 to serve as the bioscience training component of Customized Training, and its services extend to all 58 community colleges.

The bioscience sector of North Carolina continues to flourish and demonstrate relative immunity to fluctuations in NC's economy. Much of the sustainability and growth of the industry can be credited to the help of BioNetwork. Since the start of 2020, seventy-three (73) life sciences companies have announced plans to either locate or expand their operations in our state, creating nearly 11,200 new jobs and over \$8.39 Billion in investment (NC Biotechnology Center Data).

BioNetwork has supported this growth through the provision of industry relevant, hands-on training at the industry site and in strategically located BioNetwork laboratories, including:

**(1) Food, Beverage and Natural Products Lab** facility hosted by Asheville-Buncombe Technical Community College (A-B Tech); The BioNetwork staff in the Food, Beverage, and Natural Products industry sector provides relevant onsite and industry-site training and education through Customized Training, the Small Business Center Network and Continuing Education. The Natural Products Laboratory has become a national center for natural products innovation where researchers and entrepreneurs can find start-up information, educational programs, support coordination, mentoring, and referrals to launch their enterprise. BioNetwork also operates a Food Laboratory for quality testing of food products.

**(2) Biomanufacturing Lab** facility, also known as the BioNetwork Capstone Center, is hosted by Wake Tech Community College (WTCC) located on located on NC State University's (NCSU's) Centennial Campus as part of the Biomanufacturing

Training and Education Center (BTEC); focuses on offering hands-on, short course training in biomanufacturing and pharmaceutical operations to incumbent workers, new hires, and community college students in a simulated cGMP (current Good Manufacturing Practice) facility. The activities of the Capstone Center include providing biomanufacturing training through Customized Training and providing continuing education short courses, workshops, and seminars to industry, educators, and NC Community College students.

**(3) STEM Engagement and Outreach Services** hosted by Pitt Community College (PCC); The activities at Pitt Community College (PCC) focus on developing and coordinating statewide Science, Technology, Engineering and Math (STEM) engagement and outreach activities. Educational engagement includes training community college faculty to understand and incorporate learning tools to advance the knowledge and skills of their students. This training helps students to successfully enter the biotechnology and life science workforce. In addition, these training activities help K-12 and community college students connect educational pathways to career goals, and presenting workshops/seminars helps educators and students understand the benefits and variety of careers in the life science sector.

**(4) Instructional Design and Development**, hosted by Gaston College; The BioNetwork team hosted by Gaston College creates videos; interactive, electronic modules; and virtual learning objects that are utilized by the NC Community Colleges. The virtual media products are created in partnership with companies and consist of 3-D simulations of industrial processes, environments, and equipment; educational modules that incorporate video demonstrations, interactive simulations, and assessment tools; and virtual learning tools. This team is instrumental in the development of the Virtual Career Fairs, working with each of the community colleges and companies throughout the state to connect students with training and career opportunities. In addition, the BioNetwork staff at Gaston College maintains the web presence for BioNetwork.

## 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  
[ealee685@my.pittcc.edu](mailto:ealee685@my.pittcc.edu)

## 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.

The PCC Library, located in the Clifton W. Everett building, offers a curriculum-based collection which contains a wide variety of resources such as print books, electronic books, streaming video, children's books, audiobooks, and a wide variety of electronic journal databases, as well as popular fiction titles. Electronic resources can be accessed 24 hours a day, 7 days a week from any location. When accessing

these resources from off-campus, PCC users will be prompted to log in using their myPittCC credentials.

The library offers a variety of services to students, faculty, and staff. These services include computer access, laptop checkout, research assistance, wireless internet, individual and group study rooms, printing, scanning, Library instruction, and outreach programming. InterLibrary loan services are also available to students, faculty, and staff needing print resources not owned by the library.

The library is open Monday through Thursday 7:45 a.m. - 7:00 p.m., Friday 7:45 a.m. - 5:00 p.m., and Saturday 8:00 a.m. to 12:00 p.m. The library is closed on Sundays and during PCC semester breaks. For more information about resources, services, and operating hours, please visit <http://pittcc.edu/campus-life/library/>.

## **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 [dsmayo451@my.pittcc.edu](mailto:dsmayo451@my.pittcc.edu).

## **Transitional Studies**

The 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.

## **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. Computer-assisted and distance instruction are available to supplement instruction for students working toward their goals. Classes are available throughout the Pitt County 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) or the HiSET (High School Equivalency Tests). The State Board of the North Carolina Community College System awards this diploma. Classes are available through the Adult Secondary Education Program offered morning, afternoons, and evenings, both on- and off- campus - to provide instruction for preparation for these tests. There are fees associated with the tests. Contact the Transitional Studies office for more information.

### **Distance Education**

Distance Learning opportunities to improve 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. 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. Classes are geared to meet the needs of the adult learners who seek to improve reading, writing, math, speaking, listening, and technical skills to improve performance at work, 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 have flexible schedules or those who wish to have additional access beyond the regular classes. Individualized instruction is available for improving reading, writing, math, speaking, listening, and technology skills, as well as preparing for high school equivalency tests. The Center offers an open lab format and provides a wealth of resources for the adult learner. Students may use textbooks, computers, 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.

### **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.

## **Transition Math and English**

Transition Math and English are 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 tuition-free program is available throughout each program year. Individualized learning opportunities through the TLC are also available for students needing additional instruction. Transition Math and English are also offered for Adult High School credit if needed.

## **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.

## **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 acknowledgment 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 online for some designated courses. All courses require preregistration 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.

### **Business and Industry Services**

Dr. Walthea Yarbrough -  
wvyarbrough947@my.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.

### **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 lawebb292@my.pittcc.edu

### **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.

### **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 - slbrown886@my.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.

Recertification 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.

### **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 [kddavis728@my.pittcc.edu](mailto:kddavis728@my.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 [aetess044@my.pittcc.edu](mailto:aetess044@my.pittcc.edu)

## **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 - [tlforrest960@my.pittcc.edu](mailto:tlforrest960@my.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 -

[lmnewkirk221@my.pittcc.edu](mailto:lmnewkirk221@my.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/>

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 [lccarico909@my.pittcc.edu](mailto:lccarico909@my.pittcc.edu)

### Emergency Management Training

Mckenzie Newkirk, Director -  
[lmnewkirk221@my.pittcc.edu](mailto:lmnewkirk221@my.pittcc.edu)

The Emergency Management (EM) Program is a multidisciplinary 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 recover. On a local level, the EM Program can assist any group - public or private, including assisting local churches, civic groups and/or communities in creating 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 -  
[lmnewkirk221@my.pittcc.edu](mailto:lmnewkirk221@my.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/>

### **Skilled Trades**

In Continuing Education & Workforce Development, we work closely with our community partners to determine areas of need within our community. We have discovered that there is a growing demand right here in Pitt County for workers with knowledge in skilled trades. This means there are jobs available right now in the areas of Welding, Electrical Wiring, HVAC, Plumbing, Carpentry, and more. Companies are willing to hire individuals who show promise and are willing to learn.

Our specialty is short-term training so many of our classes run around 6-8 weeks long and are offered on evenings and/or Saturdays to accommodate busy schedules and those that have day jobs. Some classes we have are pre-scheduled, but others we will run based on the amount of people interested. Our goal

is to be flexible and work with changing community needs.

The following are examples of general occupational courses:

- 16-Hr Electrical License Renewal
- 1911 Pistol, Accurizing and Tuning
- AR15/AR10/SR25 Rifle & Carbine: Build, Accurizing, and Tuning
- Basic Electrical Wiring - Level I and II
- Blueprint Reading for Welding
- Cabinetmaking Fundamentals
- CFC Refrigerant Certification
- Double Action Revolver Tips, Tuning and Repair
- Framing and Carpentry
- GMAW (MIG) Plate Welding
- GMAW (MIG) Plate Welding with Welding Blueprint Reading
- GTAW (TIG) Plate Welding
- HVAC DUCT Systems I
- HVAC Preventive Maintenance
- Introduction to Bricklaying (Masonry)
- Lead Renovation Repair & Painting Certification
- Machining for Gunsmithing
- Modern Semi-Automatic Handgun Repair, Tips & Tricks
- Plumbing Fundamentals
- Shielded Metal Arc Welding (STK)
- Shielded Metal Arc Welding (STK) and Blueprint Reading for Welding

Gail Nichols, Coordinator for Skilled Trades may be contacted at (252) 493-7625 or [gpnichols316@my.pittcc.edu](mailto:gpnichols316@my.pittcc.edu)

### **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.

### **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 nontransferable and non-refundable.

## University Transfer

### Associate 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

#### **A10100 Associate in Arts**

P1012C College Transfer Pathway

#### **A10500 Associate in Engineering**

P1052C College Transfer Pathway

#### **A10400 Associate in Science**

P1042C College Transfer Pathway

### UNC Schools

Appalachian State University  
East Carolina University  
Elizabeth City State University  
Fayetteville State University  
North Carolina A&T State University  
North Carolina Central University  
North Carolina State University  
UNC Asheville  
UNC Chapel Hill  
UNC Charlotte  
UNC Greensboro  
UNC Pembroke  
UNC Wilmington  
UNC School of the Arts  
Western Carolina University  
Winston-Salem State University

## Arts and Sciences Division

### Associate in Arts, AA (A10100)

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

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

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

#### General Education Courses

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- Humanities/Fine Arts/Com **9 \***
- Math **3 \***
- Natural Sciences **4 \***
- Social/Behavioral Sciences **9 \***
- Local GenEd **14 \***

Total: 45 Credit Hours

#### Other Required Courses

- ACA 122 - College Transfer Success **1**
- CAA Plan **14 \***

Total: 15 Credit Hours

**Total Credits for AA Degree: 60**

#### \*Recommended Courses

Humanities/Fine Arts/Com:

Take Three (minimum two subjects):

- ART 111 - Art Appreciation **3**
- ART 114 - Art History Survey I **3**
- ART 115 - Art History Survey II **3**
- COM 120 - Intro Interpersonal Com **3**
- COM 231 - Public Speaking **3**
- DRA 111 - Theatre Appreciation **3**
- ENG 231 - American Literature I **3**
- ENG 232 - American Literature II **3**
- ENG 241 - British Literature I **3**
- ENG 242 - British Literature II **3**
- MUS 110 - Music Appreciation **3**
- MUS 112 - Introduction to Jazz **3**
- PHI 240 - Introduction to Ethics **3**

Math:

Take One:

- MAT 143 - Quantitative Literacy **3**
- MAT 152 - Statistical Methods I **4**
- MAT 171 - Precalculus Algebra **4**

Natural Sciences:

Take 4 credits (includes any associated labs):

- AST 151 - General Astronomy I **3 and**
- AST 151A - General Astronomy I Lab **1**
- BIO 110 - Principles of Biology **4**
- BIO 111 - General Biology I **4**
- CHM 151 - General Chemistry I **4**
- GEL 111 - Geology **4**
- PHY 110 - Conceptual Physics **3 and**
- PHY 110A - Conceptual Physics Lab **1**

Social/Behavioral Sciences:

Take Three (minimum two subjects):

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

Local GenEd:

Take 14 credits (includes any associated labs):

- ASL 111 - Elementary ASL I **3**
- ASL 112 - Elementary ASL II **3**
- AST 152 - General Astronomy II **3**
- AST 152A - General Astronomy II Lab **1**
- BIO 112 - General Biology II **4**
- BIO 140 - Environmental Biology **3 and**
- BIO 140A - Environmental Biology Lab **1**
- CHM 131 - Introduction to Chemistry **3 and**
- CHM 131A - Intro to Chemistry Lab **1**
- CIS 110 - Introduction to Computers **3**
- COM 110 - Introduction to Communication **3**
- COM 140 - Intro Intercultural Com **3**
- FRE 111 - Elementary French I **3**
- FRE 112 - Elementary French II **3**
- GEL 113 - Historical Geology **4**
- GEL 230 - Environmental Geology **4**
- HUM 115 - Critical Thinking **3**
- HUM 120 - Cultural Studies **3**
- HUM 130 - Myth in Human Culture **3**
- MAT 172 - Precalculus Trigonometry **4**
- MAT 263 - Brief Calculus **4**
- MAT 271 - Calculus I **4**
- MAT 272 - Calculus II **4**
- MUS 113 - American Music **3**
- MUS 210 - History of Rock Music **3**
- PSY 241 - Developmental Psych **3**
- PSY 281 - Abnormal Psychology **3**
- REL 110 - World Religions **3**
- SOC 213 - Sociology of the Family **3**
- SOC 225 - Social Diversity **3**
- SPA 111 - Elementary Spanish I **3**
- SPA 112 - Elementary Spanish II **3**

CAA Plan:

Take 14 credits:

- ACC 120 - Prin of Financial Accounting **4**
- ACC 121 - Prin of Managerial Accounting **4**
- ART 131 - Drawing I **3**
- ART 132 - Drawing II **3**
- ART 135 - Figure Drawing I **3**
- ART 245 - Metals I **3**
- ART 246 - Metals II **3**
- ART 247 - Jewelry I **3**
- ART 248 - Jewelry II **3**
- ART 260 - Photography Appreciation **3**
- ART 261 - Photography I **3**
- ART 262 - Photography II **3**
- ART 264 - Digital Photography I **3**

- ART 265 - Digital Photography III **3**
- ART 281 - Sculpture I **3**
- ART 282 - Sculpture II **3**
- ASL 181 - ASL Lab I **1**
- ASL 182 - ASL Lab **1**
- ASL 211 - Intermediate ASL I **3**
- ASL 281 - ASL Lab **1**
- BIO 155 - Nutrition **3**
- BIO 163 - Basic Anat and Physiology **5**
- BIO 168 - Anatomy and Physiology I **4**
- BIO 169 - Anatomy and Physiology II **4**
- BIO 271 - Pathophysiology **3**
- BIO 275 - Microbiology **4**
- BUS 110 - Introduction to Business **3**
- BUS 115 - Business Law I **3**
- BUS 137 - Principles of Management **3**
- CHM 132 - Organic and Biochemistry **4**
- CHM 263 - Analytical Chemistry **5**
- CJC 111 - Intro to Criminal Justice **3**
- CJC 121 - Law Enforcement Operations **3**
- CJC 141 - Corrections **3**
- CSC 120 - Computing Fundamentals I **4**
- CSC 134 - C++ Programming **3**
- CSC 151 - JAVA Programming **3**
- DRA 130 - Acting I **3**
- DRA 131 - Acting II **3**
- DRA 135 - Acting for the Camera I **3**
- DRA 136 - Acting for the Camera II **3**
- EDU 131 - Child, Family, and Community **3**
- EDU 144 - Child Development I **3**
- EDU 145 - Child Development II **3**
- EDU 216 - Foundations of Education **3**
- EDU 221 - Children with Exceptionalities **3**
- ENG 125 - Creative Writing I **3**
- ENG 273 - African-American Literature **3**
- FRE 211 - Intermediate French I **3**
- FRE 212 - Intermediate French II **3**
- HEA 110 - Personal Health/Wellness **3**
- HUM 110 - Technology and Society **3**
- HUM 140 - History of Architecture **3**
- HUM 180 - Internat Cultural Explor **3**
- MUS 111 - Fundamentals of Music **3**
- MUS 121 - Music Theory I **3**
- MUS 122 - Music Theory II **3**
- MUS 125 - Aural Skills I **1**
- MUS 126 - Aural Skills II **1**
- MUS 131 - Chorus I **1**
- MUS 132 - Chorus II **1**
- MUS 133 - Band I **1**
- MUS 134 - Band II **1**
- MUS 137 - Orchestra I **1**

- MUS 138 - Orchestra II 1
- MUS 141 - Ensemble I 1
- MUS 142 - Ensemble II 1
- MUS 151 - Class Music I 1
- MUS 152 - Class Music II 1
- MUS 161 - Applied Music I 2
- MUS 162 - Applied Music II 2
- MUS 231 - Chorus III 1
- MUS 232 - Chorus IV 1
- MUS 233 - Band III 1
- MUS 234 - Band IV 1
- MUS 237 - Orchestra III 1
- MUS 238 - Orchestra IV 1
- PED 110 - Fit and Well for Life 2
- PED 111 - Physical Fitness I 1
- PED 112 - Physical Fitness II 1
- PED 117 - Weight Training I 1
- PED 118 - Weight Training II 1
- PED 150 - Baseball 1
- PED 151 - Baseball/Intermediate 1
- PHS 130 - Earth Science 4
- REL 211 - Intro to Old Testament 3
- REL 212 - Intro to New Testament 3
- SPA 181 - Spanish Lab I 1
- SPA 182 - Spanish Lab II 1
- SPA 211 - Intermediate Spanish I 3
- SPA 212 - Intermediate Spanish II 3

### **Associate in Engineering, AE (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

#### **General Education Courses**

- CHM 151 - General Chemistry I 4

- ECO 251 - Prin of Microeconomics 3
- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- MAT 271 - Calculus I 4
- MAT 272 - Calculus II 4
- MAT 273 - Calculus III 4
- PHY 251 - General Physics I 4
- PHY 252 - General Physics II 4
- Humanities/Fine Arts 6 \*
- Social/Behavioral Science 3 \*
- Other Required GenEd 3 \*

Total: 45 Credit Hours

#### **Other Required Courses**

- ACA 122 - College Transfer Success 1
- EGR 150 - Intro to Engineering 2
- Required Electives 12 \*

Total: 15 Credit Hours

### **Total Credits for AE Degree: 60**

#### **\*Recommended Courses:**

#### **Humanities/Fine Arts:**

Take Two (select one from each group):

#### **Group 1:**

- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- PHI 240 - Introduction to Ethics 3

#### **Group 2:**

- ART 111 - Art Appreciation 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- COM 231 - Public Speaking 3
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3

#### **Social/Behavioral Science:**

#### **Take One:**

- HIS 111 - World Civilizations I 3
- HIS 112 - World Civilizations II 3

- HIS 131 - American History I **3**
- HIS 132 - American History II **3**
- POL 120 - American Government **3**
- PSY 150 - General Psychology **3**
- SOC 210 - Introduction to Sociology **3**

Other Required Electives:

Take One:

- BIO 111 - General Biology I **4**
- CHM 152 - General Chemistry II **4**
- GEL 111 - Geology **4**

Required Electives:

Take Four:

- CSC 134 - C++ Programming **3**
- CSC 151 - JAVA Programming **3**
- DFT 170 - Engineering Graphics **3**
- EGR 214 - Num Methods for Engineers **3**
- EGR 220 - Engineering Statics **3**
- MAT 280 - Linear Algebra **3**
- MAT 285 - Differential Equations **3**

### **Associate in Science, AS (A10400)**

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

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

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

### **General Education Courses**

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- Communications/Hum/FA **6 \***
- Math **8 \***
- Natural Sciences **8 \***
- Social/Behavioral Sciences **6\***
- Local GenEd **11\***

Total: 45 Credit Hours

### **Other Required Courses**

- ACA 122 - College Transfer Success **1**
- CAA Plan **14 \***

Total: 15 Credit Hours

**Total Credits for AA Degree: 60**

\*Recommended Courses:

Communications/Hum/FA:

Take Two (minimum two subjects):

- ART 111 - Art Appreciation **3**
- ART 114 - Art History Survey I **3**
- ART 115 - Art History Survey II **3**
- COM 120 - Intro Interpersonal Com **3**
- COM 231 - Public Speaking **3**
- DRA 111 - Theatre Appreciation **3**
- ENG 231 - American Literature I **3**
- ENG 232 - American Literature II **3**
- ENG 241 - British Literature I **3**
- ENG 242 - British Literature II **3**
- MUS 110 - Music Appreciation **3**
- MUS 112 - Introduction to Jazz **3**
- PHI 240 - Introduction to Ethics **3**

Math:

Take Two:

- MAT 171 - Precalculus Algebra **4**
- MAT 172 - Precalculus Trigonometry **4**
- MAT 271 - Calculus I **4**
- MAT 272 - Calculus II **4**

Natural Sciences:

Take One Group:

Group 1:

- AST 151 - General Astronomy I **3**
- AST 151A - General Astronomy I Lab **1**
- GEL 111 - Geology **4**

Group 2:

- AST 151 - General Astronomy I **3**
- AST 151A - General Astronomy I Lab **1**
- PHY 110 - Conceptual Physics **3**
- PHY 110A - Conceptual Physics Lab **1**

Group 3:

- BIO 111 - General Biology I **4**
- BIO 112 - General Biology II **4**

Group 4:

- CHM 151 - General Chemistry I **4**
- CHM 152 - General Chemistry II **4**

Group 5:

- GEL 111 - Geology **4**
- PHY 110 - Conceptual Physics **3**
- PHY 110A - Conceptual Physics Lab **1**

Group 6:

- PHY 151 - College Physics I **4**
- PHY 152 - College Physics II **4**

Group 7:

- PHY 251 - General Physics I **4**
- PHY 252 - General Physics II **4**

Social/Behavioral Sciences:

Take Two (minimum two subjects):

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

Local GenEds:

Take 11 credits:

- ASL 111 - Elementary ASL I **3**
- ASL 112 - Elementary ASL II **3**
- AST 152 - General Astronomy II **3**
- AST 152A - General Astronomy II Lab **1**
- BIO 110 - Principles of Biology **4**
- CIS 110 - Introduction to Computers **3**
- COM 110 - Introduction to Communication **3**
- COM 140 - Intro Intercultural Com **3**
- FRE 111 - Elementary French I **3**
- FRE 112 - Elementary French II **3**
- GEL 113 - Historical Geology **4**
- GEL 230 - Environmental Geology **4**
- HUM 115 - Critical Thinking **3**
- HUM 120 - Cultural Studies **3**
- HUM 130 - Myth in Human Culture **3**
- MAT 152 - Statistical Methods I **4**
- MAT 263 - Brief Calculus **4**
- MAT 273 - Calculus III **4**
- MUS 113 - American Music **3**
- MUS 210 - History of Rock Music **3**
- PSY 241 - Developmental Psych **3**
- PSY 281 - Abnormal Psychology **3**
- REL 110 - World Religions **3**
- SOC 213 - Sociology of the Family **3**
- SOC 225 - Social Diversity **3**
- SPA 111 - Elementary Spanish I **3**
- SPA 112 - Elementary Spanish II **3**

CAA Degree Plan:

Take 14 credits:

- ACC 120 - Prin of Financial Accounting **4**
- ACC 121 - Prin of Managerial Accounting **4**
- ART 131 - Drawing I **3**
- ART 132 - Drawing II **3**
- ART 135 - Figure Drawing I **3**
- ART 245 - Metals I **3**
- ART 246 - Metals II **3**
- ART 247 - Jewelry I **3**
- ART 248 - Jewelry II **3**
- ART 260 - Photography Appreciation **3**
- ART 261 - Photography I **3**
- ART 262 - Photography II **3**
- ART 264 - Digital Photography I **3**
- ART 265 - Digital Photography III **3**
- ART 281 - Sculpture I **3**
- ART 282 - Sculpture II **3**
- ASL 181 - ASL Lab I **1**

- ASL 182 - ASL Lab 1
- ASL 211 - Intermediate ASL I 3
- ASL 281 - ASL Lab 1
- BIO 155 - Nutrition 3
- BIO 163 - Basic Anat and Physiology 5
- BIO 168 - Anatomy and Physiology I 4
- BIO 169 - Anatomy and Physiology II 4
- BIO 271 - Pathophysiology 3
- BIO 275 - Microbiology 4
- BUS 110 - Introduction to Business 3
- BUS 115 - Business Law I 3
- BUS 137 - Principles of Management 3
- CHM 132 - Organic and Biochemistry 4
- CHM 251 - Organic Chemistry I 4
- CHM 252 - Organic Chemistry II 4
- CHM 263 - Analytical Chemistry 5
- CJC 111 - Intro to Criminal Justice 3
- CJC 121 - Law Enforcement Operations 3
- CJC 141 - Corrections 3
- CSC 120 - Computing Fundamentals I 4
- CSC 134 - C++ Programming 3
- CSC 151 - JAVA Programming 3
- DFT 170 - Engineering Graphics 3
- DRA 130 - Acting I 3
- DRA 131 - Acting II 3
- DRA 135 - Acting for the Camera I 3
- DRA 136 - Acting for the Camera II 3
- EGR 150 - Intro to Engineering 2
- EGR 214 - Num Methods for Engineers 3
- ENG 125 - Creative Writing I 3
- ENG 273 - African-American Literature 3
- FRE 211 - Intermediate French I 3
- FRE 212 - Intermediate French II 3
- HEA 110 - Personal Health/Wellness 3
- HUM 110 - Technology and Society 3
- HUM 140 - History of Architecture 3
- HUM 180 - Internat Cultural Explor 3
- MAT 280 - Linear Algebra 3
- MAT 285 - Differential Equations 3
- MUS 111 - Fundamentals of Music 3
- MUS 121 - Music Theory I 3
- MUS 122 - Music Theory II 3
- MUS 125 - Aural Skills I 1
- MUS 126 - Aural Skills II 1
- MUS 131 - Chorus I 1
- MUS 132 - Chorus II 1
- MUS 133 - Band I 1
- MUS 134 - Band II 1
- MUS 137 - Orchestra I 1
- MUS 138 - Orchestra II 1
- MUS 141 - Ensemble I 1

- MUS 142 - Ensemble II 1
- MUS 151 - Class Music I 1
- MUS 152 - Class Music II 1
- MUS 161 - Applied Music I 2
- MUS 162 - Applied Music II 2
- MUS 231 - Chorus III 1
- MUS 232 - Chorus IV 1
- MUS 233 - Band III 1
- MUS 234 - Band IV 1
- MUS 237 - Orchestra III 1
- MUS 238 - Orchestra IV 1
- PED 110 - Fit and Well for Life 2
- PED 117 - Weight Training I 1
- PED 118 - Weight Training II 1
- PED 150 - Baseball 1
- PED 151 - Baseball/Intermediate 1
- PHS 130 - Earth Science 4
- REL 211 - Intro to Old Testament 3
- REL 212 - Intro to New Testament 3
- SPA 181 - Spanish Lab I 1
- SPA 182 - Spanish Lab II 1
- SPA 211 - Intermediate Spanish I 3
- SPA 212 - Intermediate Spanish II 3

### CT Pathway

#### College Transfer Pathway, AA (P1012C)

#### Required Courses

- ACA 122 - College Transfer Success 1
- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- Humanities/Fine Arts/Com 9 \*
- Math 3 \*
- Natural Sciences 4 \*
- Social/Behavioral Sciences 9 \*

#### Total Credits for Pathway: 32

\*Required General Education Options for Pathway:

Humanities/Fine Arts/Com:

Take Three (minimum two subjects):

- ART 111 - Art Appreciation 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- DRA 111 - Theatre Appreciation 3
- ENG 231 - American Literature I 3

- ENG 232 - American Literature II **3**
- ENG 241 - British Literature I **3**
- ENG 242 - British Literature II **3**
- MUS 110 - Music Appreciation **3**
- MUS 112 - Introduction to Jazz **3**
- PHI 240 - Introduction to Ethics **3**

Math:

Take One:

- MAT 143 - Quantitative Literacy **3**
- MAT 152 - Statistical Methods I **4**
- MAT 171 - Precalculus Algebra **4**

Natural Sciences:

Take 4 credits (includes any associated labs):

- AST 151 - General Astronomy I **3 and**
- AST 151A - General Astronomy I Lab **1**
- BIO 110 - Principles of Biology **4**
- BIO 111 - General Biology I **4**
- CHM 151 - General Chemistry I **4**
- GEL 111 - Geology **4**
- PHY 110 - Conceptual Physics **3 and**
- PHY 110A - Conceptual Physics Lab **1**

Social/Behavioral Sciences:

Take Three (minimum two subjects):

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

## College Transfer Pathway, AE (P1052C)

Required Courses

- ACA 122 - College Transfer Success **1**
- DFT 170 - Engineering Graphics **3**
- ECO 251 - Prin of Microeconomics **3**
- EGR 150 - Intro to Engineering **2**
- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- MAT 271 - Calculus I **4**
- MAT 272 - Calculus II **4**
- Humanities/Fine Arts **3 \***
- Natural Sciences **8\***
- Prerequisite Math **8\***

**Total Credits for Pathway: 42**

\*Required General Education Options for Pathway:

Humanities/Fine Arts:

Take One:

- ART 111 - Art Appreciation **3**
- ART 114 - Art History Survey I **3**
- ART 115 - Art History Survey II **3**
- COM 231 - Public Speaking **3**
- ENG 231 - American Literature I **3**
- ENG 232 - American Literature II **3**
- ENG 241 - British Literature I **3**
- ENG 242 - British Literature II **3**
- MUS 110 - Music Appreciation **3**
- MUS 112 - Introduction to Jazz **3**
- PHI 240 - Introduction to Ethics **3**

Natural Sciences:

Take Two:

- CHM 151 - General Chemistry I **4**
- PHY 251 - General Physics I **4**
- PHY 252 - General Physics II **4**

Prerequisite Math:

Students who do not place directly into MAT

271 must complete MAT 171 and MAT 172 prior to enrolling in MAT 271.

- MAT 171 - Precalculus Algebra **4**
- MAT 172 - Precalculus Trigonometry **4**

## College Transfer Pathway, AS (P1042C)

### Required Courses

- ACA 122 - College Transfer Success 1
- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- Humanities/Fine Arts/Com 6 \*
- Math 8 \*
- Natural Sciences 8 \*
- Social/Behavioral Sciences 6 \*

### Total Credits for Pathway: 35

\*Required General Education Options for Pathway:

Humanities/Fine Arts/Com:

Take Two (minimum two subjects):

- ART 111 - Art Appreciation 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- DRA 111 - Theatre Appreciation 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- PHI 240 - Introduction to Ethics 3

Math:

Take Two:

- MAT 171 - Precalculus Algebra 4
- MAT 172 - Precalculus Trigonometry 4
- MAT 263 - Brief Calculus 4
- MAT 271 - Calculus I 4
- MAT 272 - Calculus II 4

Natural Sciences:

Take One Group

Group 1:

- AST 151 - General Astronomy I 3
- AST 151A - General Astronomy I Lab 1
- GEL 111 - Geology 4

Group 2:

- BIO 111 - General Biology I 4
- BIO 112 - General Biology II 4

Group 3:

- CHM 151 - General Chemistry I 4
- CHM 152 - General Chemistry II 4

Group 4:

- PHY 151 - College Physics I 4
- PHY 152 - College Physics II 4

Group 5:

- GEL 111 - Geology 4
- PHY 110 - Conceptual Physics 3
- PHY 110A - Conceptual Physics Lab 1

Group 6:

- PHY 251 - General Physics I 4
- PHY 252 - General Physics II 4

Social/Behavioral Sciences

Take Two (minimum two subjects):

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

Note:

Only students who place out of the lower-level math courses will be provided with the PHY 251/PHY 252, MAT 272 option.

## Biotechnology

### Biotechnology, AAS (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.

#### Major Courses

- BIO 111 - General Biology I **4**
- BIO 112 - General Biology II **4**
- BTC 150 - Bioethics **3**
- BTC 181 - Basic Lab Techniques **4**
- BTC 250 - Principles of Genetics **3**
- BTC 285 - Cell Culture **3**
- Chemistry I **4 \***
- Chemistry II **4 \***
- Microbiology I **4 \***
- Electives I **16 \***

Total: 49 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- MAT 152 - Statistical Methods I **4**

- Humanities/Fine Arts **3 \***
- Social/Behavioral Sciences **3 \***

Total: 16 Credit Hours

#### Other Required Courses

- Other Requirement **1 \***

Total: 1 Credit Hour

Total Credits for AAS Degree: 66

\*Recommended Elective & General Education Options:

#### Chemistry I:

Take 4 credits (includes any associated labs):

- CHM 131 - Introduction to Chemistry **3 and**
- CHM 131A - Intro to Chemistry Lab **1**
- CHM 151 - General Chemistry I **4**

#### Chemistry II:

Take One:

- CHM 132 - Organic and Biochemistry **4**
- CHM 152 - General Chemistry II **4**

#### Microbiology:

Take One:

- BIO 275 - Microbiology **4**
- BTC 275 - Industrial Microbiology **4**

#### Electives:

Take 16 credits:

- BTC 182 - Pharma Lab Techniques I **4**
- BTC 183 - Pharma Lab Techniques II **4**
- BTC 184 - Pharma Lab Techniques III **4**
- BTC 270 - Recombinant DNA Technology **4**
- BTC 281 - Bioprocess Techniques **4**
- BTC 286 - Immunological Techniques **4**
- BTC 287 - Adv Molecular Techniques **4**
- BTC 288 - Biotech Lab Experience **2**
- CHM 263 - Analytical Chemistry **5**
- MAT 171 - Precalculus Algebra **4**
- WBL 111 - Work-Based Learning I **1**
- WBL 112 - Work-Based Learning I **2**

Humanities/Fine Arts:

Take One:

- ART 111 - Art Appreciation 3
- HUM 110 - Technology and Society 3
- HUM 115 - Critical Thinking 3
- HUM 120 - Cultural Studies 3
- HUM 130 - Myth in Human Culture 3
- HUM 140 - History of Architecture 3
- MUS 110 - Music Appreciation 3
- PHI 240 - Introduction to Ethics 3

Social/Behavioral Sciences:

Take One:

- POL 120 - American Government 3
- PSY 150 - General Psychology 3
- SOC 210 - Introduction to Sociology 3
- SOC 213 - Sociology of the Family 3

Other Requirement:

Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

Note:

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.

Instructional Service Agreements

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.

**CTE Pathway**

**Biotechnology Pathway (C20100H1)**

Required Courses

- ACA 122 - College Transfer Success 1
- BIO 111 - General Biology I 4
- BIO 112 - General Biology II 4
- BTC 181 - Basic Lab Techniques 4
- BTC 250 - Principles of Genetics 3

**Total Credits for Pathway: 16**

**Biotechnology Pathway - Level I (C20100H2)**

Required Courses

- BIO 111 - General Biology I 4
- BTC 150 - Bioethics 3
- BTC 181 - Basic Lab Techniques 4
- BTC 275 - Industrial Microbiology 4

**Total Credits for Pathway: 15**

**Biotechnology Pathway - Level II (C20100H3)**

Required Courses

- BIO 111 - General Biology I 4
- BTC 181 - Basic Lab Techniques 4
- BTC 250 - Principles of Genetics 3
- BTC 281 - Bioprocess Techniques 4

**Total Credits for Pathway: 15**

## Business Division

### Administrative and Healthcare Technologies Department

#### Healthcare Management Technology: Accounting Concentration, AAS (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.

#### Fall I

- ACC 120 - Prin of Financial Accounting 4
- BUS 110 - Introduction to Business 3
- HMT 110 - Intro to Healthcare Mgt 3
- College Success (1 Credit): ACA 111 or ACA 122
- Computer Applications (3 Credits): CIS 110 or OST 137
- Math (3 Credits): MAT 143, MAT 152, or MAT 171

**Total Recommended Credits: 17**

#### Spring I

- ACC 121 - Prin of Managerial Accounting 4
- BUS 225 - Business Finance 3
- ENG 111 - Writing and Inquiry 3
- MED 121 - Medical Terminology I 3
- Social/Behavioral Sciences (3 Credits): ECO 251, SOC 210, SOC 213, or PSY 150

**Total Recommended Credits: 16**

#### Summer I

- MED 122 - Medical Terminology II 3
- Computer Apps II (3 Credits): CTS 130 or OST 138

**Total Recommended Credits: 6**

#### Fall II

- ACC 220 - Intermediate Accounting I 4
- ACC 267 - Fraud Examination 3
- BUS 151 - People Skills 3
- HMT 210 - Medical Insurance 3
- Communication (3 Credits): COM 120 or COM 231

**Total Recommended Credits: 16**

#### Spring II

- BUS 153 - Human Resource Management 3
- HMT 215 - Legal Asp of Healthcare Admin 3
- Accounting Elective (2 Credits): ACC 140 or ACC 150
- Humanities/Fine Arts (3 Credits): HUM 115 or MUS 110

**Total Recommended Credits: 11**

#### Total Credits for AAS Degree: 66

#### Note:

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: General, AAS (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.

#### Fall I

- BUS 110 - Introduction to Business 3
- ENG 111 - Writing and Inquiry 3
- HMT 110 - Intro to Healthcare Mgt 3
- College Success (1 Credit): ACA 111 or ACA 122
- Computer Applications (3 Credits): CIS 110 or OST 137
- Math (3 Credits): MAT 143, MAT 152, or MAT 171

**Total Recommended Credits: 16**

#### Spring I

- ACC 120 - Prin of Financial Accounting 4
- BUS 151 - People Skills 3
- HMT 212 - Mgt of Healthcare Org 3
- MED 121 - Medical Terminology I 3
- Social/Behavioral Sciences (3 Credits): ECO 251, SOC 210, SOC 213, or PSY 150

**Total Recommended Credits: 16**

#### Summer I

- BUS 121 - Business Math 3
- BUS 153 - Human Resource Management 3
- MED 122 - Medical Terminology II 3
- Communication (3 Credits): COM 120 or COM 231

**Total Recommended Credits: 12**

#### Fall II

- ACC 121 - Prin of Managerial Accounting 4
- HMT 210 - Medical Insurance 3
- HMT 215 - Legal Asp of Healthcare Admin 3
- Computer Apps II (3 Credits): CTS 130 or OST 138
- Humanities/Fine Arts (3 Credits): HUM 115 or MUS 110

**Total Recommended Credits: 16**

#### Spring II

- HMT 220 - Healthcare Financial Mgmt 4
- HMT 225 - Practice Mgmt. Simulation 3
- WBL 110 - World of Work 1
- Accounting Elective (2 Credits): ACC 140 or ACC 150
- Elective (2 Credits): GRO 120 or WBL 112

**Total Recommended Credits: 12**

#### Total Credits for AAS Degree: 72

##### Note:

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.

#### Instructional Service Agreements

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.

#### Healthcare Management Technology: Healthcare Entrepreneurship, AAS (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.

#### Fall I

- BUS 110 - Introduction to Business 3 \*
- ENG 111 - Writing and Inquiry 3
- HMT 110 - Intro to Healthcare Mgt 3
- College Success (1 Credit): ACA 111 or ACA 122
- Computer Applications (3 Credits): CIS 110 or OST 137
- Math (3 Credits): MAT 143, MAT 152, or MAT 171

**Total Recommended Credits: 16**

#### Spring I

- ACC 120 - Prin of Financial Accounting 4
- BUS 139 - Entrepreneurship I 3
- MED 121 - Medical Terminology I 3
- MKT 120 - Principles of Marketing 3
- Social/Behavioral Sciences (3 Credits): ECO 251, SOC 210, SOC 213, or PSY 150

**Total Recommended Credits: 16**

#### Summer I

- BUS 153 - Human Resource Management 3 \*
- MED 122 - Medical Terminology II 3
- Communication (3 Credits): COM 120 or COM 231
- Computer Apps II (3 Credits): CTS 130 or OST 138

**Total Recommended Credits: 12**

#### Fall II

- ACC 121 - Prin of Managerial Accounting 4
- BUS 151 - People Skills 3 \*
- HMT 210 - Medical Insurance 3
- Humanities/Fine Arts (3 Credits): HUM 115 or MUS 110

**Total Recommended Credits: 13**

#### Spring II

- BUS 230 - Small Business Management 3
- ETR 220 - Innovation and Creativity 3
- HMT 212 - Mgt of Healthcare Org 3
- Legal/Medical Ethics (3 Credits): HMT 215 or OST 149

**Total Recommended Credits: 12**

#### Total Credits for AAS Degree: 69

##### Note:

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.

Elective options (9 total credits required): ACC 140, ACC 150, BUS 110\*, BUS 151\*, BUS 153\*, CTS 225; \*preferred options

#### Healthcare Management Technology: Long-Term Care, AAS (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.

#### Fall I

- BUS 110 - Introduction to Business 3 \*
- ENG 111 - Writing and Inquiry 3
- HMT 110 - Intro to Healthcare Mgt 3
- College Success (1 Credit): ACA 111 or ACA 122
- Computer Applications (3 Credits): CIS 110 or OST 137
- Math (3 Credits): MAT 143, MAT 152, or MAT 171

**Total Recommended Credits: 16**

#### Spring I

- ACC 120 - Prin of Financial Accounting 4
- GRO 120 - Gerontology 3

- HMT 211 - Long-Term Care Admin **3**
  - MED 121 - Medical Terminology I **3**
  - Social/Behavioral Sciences (3 Credits): ECO 251, SOC 210, SOC 213, or PSY 150
- Total Recommended Credits: 16**

#### Summer I

- BUS 153 - Human Resource Management **3 \***
  - HMT 212 - Mgt of Healthcare Org **3**
  - MED 122 - Medical Terminology II **3**
  - Communication (3 Credits): COM 120 or COM 231
- Total Recommended Credits: 12**

#### Fall II

- ACC 121 - Prin of Managerial Accounting **4**
  - BUS 151 - People Skills **3 \***
  - Humanities/Fine Arts (3 Credits): HUM 115 or MUS 110
  - Insurance (3 Credits): HMT 210 or OST 148
- Total Recommended Credits: 13**

#### Spring II

- OST 250 - Long-Term Care Coding **3**
  - WBL 110 - World of Work **1**
  - Computer Apps II (3 Credits): CTS 130 or OST 138
  - Legal/Medical Ethics (3 Credits): HMT 215 or OST 149
  - Work-Experience (2 Credits): GRO 250 or WBL 112
- Total Recommended Credits: 12**

#### Total Credits for AAS Degree: 69

##### Note:

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.

Elective options (9 total credits required): ACC 140, BUS 110\*, BUS 151\*, BUS 153\*, BUS 217, BUS 225, BUS 234, BUS 240, HMT 211; \*preferred options

#### Medical Office Administration: General Medical Office Administration, AAS (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.

#### Major Courses

- ACC 111 - Financial Accounting **3**
- BUS 260 - Business Communication **3**
- MED 116 - Introduction to A & P **4**
- MED 121 - Medical Terminology I **3**
- MED 122 - Medical Terminology II **3**
- OST 131 - Keyboarding **2**
- OST 134 - Text Entry & Formatting **3**
- OST 136 - Word Processing **3**
- OST 137 - Office Applications I **3**
- OST 148 - Med Ins & Billing **3**
- OST 149 - Medical Legal Issues **3**
- OST 164 - Office Editing **3**

- OST 243 - Med Office Simulation 3
- OST 247 - Procedure Coding 3
- OST 248 - Diagnostic Coding 3
- OST 263 - Healthcare Customer Relations 3
- OST 280 - Electronic Health Records 3
- OST 286 - Professional Development 3
- OST 288 - Medical Office Admin Capstone 3
- Electives 2 \*

Total: 59 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry 3
- Communication 3 \*
- Humanities/Fine Arts 3 \*
- Natural Sciences/Math 3 \*
- Social/Behavioral Sciences 3 \*

Total: 15 Credit Hours

#### Other Required Courses

- Other Requirement 1 \*

Total: 1 Credit Hours

#### **Total Credits for AAS Degree: 75**

\*Recommended Elective & General Education Options:

Electives:

Take One:

- OST 138 - Office Applications II 3
- OST 153 - Office Finance Solutions 3
- OST 171 - Intro. to Virtual Office 3
- OST 184 - Records Management 3
- OST 236 - Adv Word Processing 3
- OST 250 - Long-Term Care Coding 3
- WBL 112 - Work-Based Learning I 2

Communication:

Take One:

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking 3
- HUM 120 - Cultural Studies 3

Natural Sciences/Math:

Take One:

- BIO 161 - Intro to Human Biology 3
- MAT 110 - Math Measurement & Literacy 3

Social/Behavioral Sciences:

Take One:

- ECO 251 - Prin of Microeconomics 3
- PSY 150 - General Psychology 3
- SOC 210 - Introduction to Sociology 3
- SOC 213 - Sociology of the Family 3

Other Requirement:

Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

Note:

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. Contact the program coordinator or department chair for specific requirements.

#### **Medical Office Administration: Medical Auditor, AAS (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.

#### Major Courses

- MED 116 - Introduction to A & P 4
- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3
- OST 131 - Keyboarding 2
- OST 134 - Text Entry & Formatting 3
- OST 136 - Word Processing 3
- OST 137 - Office Applications I 3
- OST 148 - Med Ins & Billing 3
- OST 149 - Medical Legal Issues 3
- OST 164 - Office Editing 3
- OST 243 - Med Office Simulation 3
- OST 247 - Procedure Coding 3
- OST 248 - Diagnostic Coding 3
- OST 263 - Healthcare Customer Relations 3
- OST 264 - Medical Auditing 3
- OST 265 - Healthcare Comp & Reg 3
- OST 266 - Adv Medical Auditing 3
- OST 280 - Electronic Health Records 3
- OST 286 - Professional Development 3
- OST 288 - Medical Office Admin Capstone 3

Total: 60 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry 3
- Communication 3 \*
- Humanities/Fine Arts 3 \*
- Natural Sciences/Math 3 \*
- Social/Behavioral Sciences 3 \*

Total: 15 Credit Hours

#### Other Required Courses

- Other Requirement 1 \*

Total: 1 Credit Hours

#### Total Credits for AAS Degree: 76

\*Recommended Elective & General Education Options:

Communication:

Take One:

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking 3
- HUM 120 - Cultural Studies 3

Natural Sciences/Math:

Take One:

- BIO 161 - Intro to Human Biology 3
- MAT 110 - Math Measurement & Literacy 3

Social/Behavioral Sciences:

Take One:

- ECO 251 - Prin of Microeconomics 3
- PSY 150 - General Psychology 3
- SOC 210 - Introduction to Sociology 3
- SOC 213 - Sociology of the Family 3

Other Requirement:

Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

Note:

Contact the program coordinator or department chair for specific requirements.

## **Medical Office Administration: Medical Billing and Coding, AAS (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.

### **Major Courses**

- MED 116 - Introduction to A & P 4
- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3
- OST 131 - Keyboarding 2
- OST 134 - Text Entry & Formatting 3
- OST 136 - Word Processing 3
- OST 137 - Office Applications I 3
- OST 148 - Med Ins & Billing 3
- OST 149 - Medical Legal Issues 3
- OST 164 - Office Editing 3
- OST 243 - Med Office Simulation 3
- OST 247 - Procedure Coding 3

- OST 248 - Diagnostic Coding 3
- OST 249 - Med Coding Certification Prep 3
- OST 250 - Long-Term Care Coding 3
- OST 260 - Adv Coding Methodologies 3
- OST 263 - Healthcare Customer Relations 3
- OST 280 - Electronic Health Records 3
- OST 286 - Professional Development 3
- OST 288 - Medical Office Admin Capstone 3

Total: 60 Credit Hours

### **General Education Courses**

- ENG 111 - Writing and Inquiry 3
- Communication 3 \*
- Humanities/Fine Arts 3 \*
- Natural Sciences/Math 3 \*
- Social/Behavioral Sciences 3 \*

Total: 15 Credit Hours

### **Other Required Courses**

- Other Requirement 1 \*

Total: 1 Credit Hours

### **Total Credits for AAS Degree: 76**

\*Recommended Elective & General Education Options:

Communication:

Take One:

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking 3
- HUM 120 - Cultural Studies 3

Natural Sciences/Math:

Take One:

- BIO 161 - Intro to Human Biology 3
- MAT 110 - Math Measurement & Literacy 3

## Social/Behavioral Sciences:

### Take One:

- ECO 251 - Prin of Microeconomics **3**
- PSY 150 - General Psychology **3**
- SOC 210 - Introduction to Sociology **3**
- SOC 213 - Sociology of the Family **3**

### Other Requirement:

#### Take One:

- ACA 111 - College Student Success **1**
- ACA 122 - College Transfer Success **1**

### Note:

Contact the program coordinator or department chair for specific requirements.

## **Medical Office Administration: Patient Services Representative, AAS (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.

## Major Courses

- ACC 111 - Financial Accounting **3**
- BUS 151 - People Skills **3**
- BUS 260 - Business Communication **3**
- MED 121 - Medical Terminology I **3**
- MED 122 - Medical Terminology II **3**
- OST 131 - Keyboarding **2**
- OST 134 - Text Entry & Formatting **3**
- OST 136 - Word Processing **3**
- OST 137 - Office Applications I **3**
- OST 138 - Office Applications II **3**
- OST 148 - Med Ins & Billing **3**
- OST 149 - Medical Legal Issues **3**
- OST 164 - Office Editing **3**
- OST 243 - Med Office Simulation **3**
- OST 263 - Healthcare Customer Relations **3**
- OST 280 - Electronic Health Records **3**
- OST 286 - Professional Development **3**
- OST 288 - Medical Office Admin Capstone **3**
- Electives **2 \***

Total: 55 Credit Hours

## General Education Courses

- ENG 111 - Writing and Inquiry **3**
- Communication **3 \***
- Humanities/Fine Arts **3 \***
- Natural Sciences/Math **3 \***
- Social/Behavioral Sciences **3 \***

Total: 15 Credit Hours

## Other Required Courses

- Other Requirement **1 \***

Total: 1 Credit Hours

**Total Credits for AAS Degree: 71**

\*Recommended Electives & General Education  
Options:

Electives:

Take One:

- OST 153 - Office Finance Solutions **3**
- OST 171 - Intro. to Virtual Office **3**
- OST 184 - Records Management **3**
- OST 236 - Adv Word Processing **3**
- WBL 112 - Work-Based Learning I **2**

Communication:

Take One:

- COM 120 - Intro Interpersonal Com **3**
- COM 231 - Public Speaking **3**

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking **3**
- HUM 120 - Cultural Studies **3**

Natural Sciences/Math:

Take One:

- BIO 161 - Intro to Human Biology **3**
- MAT 110 - Math Measurement & Literacy **3**

Social/Behavioral Sciences:

Take One:

- ECO 251 - Prin of Microeconomics **3**
- PSY 150 - General Psychology **3**
- SOC 210 - Introduction to Sociology **3**
- SOC 213 - Sociology of the Family **3**

Other Requirement:

Take One:

- ACA 111 - College Student Success **1**
- ACA 122 - College Transfer Success **1**

Note:

Contact the program coordinator or department chair for specific requirements.

## **Office Administration: General Office Administration, AAS (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.

Fall I

- ENG 111 - Writing and Inquiry **3**
- MAT 110 - Math Measurement & Literacy **3**
- OST 131 - Keyboarding **2**
- OST 137 - Office Applications I **3**
- OST 286 - Professional Development **3**
- College Success (1 Credit): ACA 111 or ACA 122

**Total Recommended Credits: 15**

Spring I

- ACC 111 - Financial Accounting **3**
- OST 134 - Text Entry & Formatting **3**
- OST 136 - Word Processing **3**
- OST 164 - Office Editing **3**
- OST 171 - Intro. to Virtual Office **3**

**Total Recommended Credits: 15**

Summer I

- BUS 260 - Business Communication **3**
  - OST 138 - Office Applications II **3**
  - OST 184 - Records Management **3**
  - Social/Behavioral Sciences (3 Credits): ECO 251, PSY 150, SOC 210, or SOC 213
- Total Recommended Credits: 12**

## Fall II

- BUS 153 - Human Resource Management **3**
- OST 122 - Office Computations **3**
- OST 181 - Office Procedures **3**
- Communication (3 Credits): COM 120 or COM 231
- Humanities/Fine Arts (3 Credits): HUM 115 or HUM 120

**Total Recommended Credits: 15**

## Spring II

- OST 153 - Office Finance Solutions **3**
- OST 236 - Adv Word Processing **3**
- OST 289 - Office Admin Capstone **3**
- Elective (2 Credits): BUS 137, BUS 151, OST 159, or WBL 112

**Total Recommended Credits: 11**

Total Credits for AAS Degree: 68

### Note:

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.

### **Office Administration: Legal Office, AAS (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.

## Fall I

- ENG 111 - Writing and Inquiry **3**
- MAT 110 - Math Measurement & Literacy **3**
- OST 131 - Keyboarding **2**
- OST 137 - Office Applications I **3**
- College Success (1 Credit): ACA 111 or ACA 122

**Total Recommended Credits: 12**

## Spring I

- ACC 111 - Financial Accounting **3**
- OST 134 - Text Entry & Formatting **3**
- OST 136 - Word Processing **3**
- OST 164 - Office Editing **3**
- Communication (3 Credits): COM 120 or COM 231

**Total Recommended Credits: 15**

## Summer I

- BUS 115 - Business Law I **3**
- BUS 260 - Business Communication **3**
- OST 138 - Office Applications II **3**
- OST 286 - Professional Development **3**
- Social/Behavioral Sciences (3 Credits): ECO 251, PSY 150, SOC 210, or SOC 213

**Total Recommended Credits: 15**

## Fall II

- BUS 153 - Human Resource Management **3**
- OST 155 - Legal Terminology **3**
- OST 181 - Office Procedures **3**
- OST 184 - Records Management **3**
- Humanities/Fine Arts (3 Credits): HUM 115 or HUM 120

**Total Recommended Credits: 15**

## Spring II

- OST 156 - Legal Office Procedures 3
- OST 236 - Adv Word Processing 3
- OST 251 - Legal Doc. Formatting 3
- OST 289 - Office Admin Capstone 3
- Elective (2 Credits): BUS 137, BUS 151, OST 171, or WBL 112

**Total Recommended Credits: 14**

**Total Credits for AAS Degree: 71**

### Note:

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.

### **Office Administration: Office Finance, AAS (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.

## Fall I

- ENG 111 - Writing and Inquiry 3
- MAT 110 - Math Measurement & Literacy 3
- OST 131 - Keyboarding 2
- OST 137 - Office Applications I 3
- OST 286 - Professional Development 3
- College Success (1 Credit): ACA 111 or ACA 122

**Total Recommended Credits: 15**

## Spring I

- ACC 120 - Prin of Financial Accounting 4
- OST 164 - Office Editing 3
- OST 171 - Intro. to Virtual Office 3
- OST 134 - Text Entry & Formatting 3
- OST 136 - Word Processing 3

**Total Recommended Credits: 16**

## Summer I

- BUS 110 - Introduction to Business 3
- BUS 260 - Business Communication 3
- OST 138 - Office Applications II 3
- Social/Behavioral Sciences (3 Credits): ECO 251, PSY 150, SOC 210, or SOC 213

**Total Recommended Credits: 12**

## Fall II

- BUS 153 - Human Resource Management 3
- OST 181 - Office Procedures 3
- OST 184 - Records Management 3
- OST 122 - Office Computations 3
- Communication (3 Credits): COM 120 or COM 231

**Total Recommended Credits: 15**

## Spring II

- ACC 140 - Payroll Accounting 2
- OST 153 - Office Finance Solutions 3
- OST 289 - Office Admin Capstone 3
- Elective (2 Credits): BUS 137, BUS 151, or WBL 112
- Humanities/Fine Arts (3 Credits): HUM 115 or HUM 120

**Total Recommended Credits: 13**

## **Total Credits for AAS Degree: 71**

### **Note:**

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.

Contact the program coordinator or department chair for specific requirements.

## **Diploma**

### **Medical Auditor Diploma (D2531008)**

#### **Major Courses**

- MED 116 - Introduction to A & P 4
- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3
- OST 131 - Keyboarding 2
- OST 137 - Office Applications I 3
- OST 148 - Med Ins & Billing 3
- OST 149 - Medical Legal Issues 3
- OST 247 - Procedure Coding 3
- OST 248 - Diagnostic Coding 3
- OST 264 - Medical Auditing 3
- OST 265 - Healthcare Comp & Reg 3
- OST 266 - Adv Medical Auditing 3
- OST 280 - Electronic Health Records 3

Total: 39 Credit Hours

#### **General Education Courses**

- ENG 111 - Writing and Inquiry 3
- Communication 3 \*

Total: 6 Credit Hours

#### **Other Required Courses**

- Other Requirement 1 \*

Total: 1 Credit Hours

**Total Credits for Diploma: 46**

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

### **Communication:**

#### **Take One:**

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3

### **Other Requirement:**

#### **Take One:**

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

### **Note:**

Contact the program coordinator or department chair for specific requirements.

### **Medical Billing and Coding Diploma (D2531005)**

#### **Major Courses**

- MED 116 - Introduction to A & P 4
- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3
- OST 131 - Keyboarding 2
- OST 137 - Office Applications I 3
- OST 148 - Med Ins & Billing 3
- OST 149 - Medical Legal Issues 3
- OST 243 - Med Office Simulation 3
- OST 247 - Procedure Coding 3
- OST 248 - Diagnostic Coding 3
- OST 249 - Med Coding Certification Prep 3
- OST 260 - Adv Coding Methodologies 3
- OST 280 - Electronic Health Records 3

Total: 39 Credit Hours

#### **General Education Courses**

- ENG 111 - Writing and Inquiry 3
- Communication 3 \*

Total: 6 Credit Hours

#### **Other Required Courses**

- Other Requirement 1 \*

Total: 1 Credit Hours

**Total Credits for Diploma: 46**

\*Recommended Elective & General Education Options:

Communication:

Take One:

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3

Other Requirement:

Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

Note:

Contact the program coordinator or department chair for specific requirements.

**Office Administration Diploma (D2537005)**

Major Courses

- ACC 111 - Financial Accounting 3
- BUS 260 - Business Communication 3
- OST 122 - Office Computations 3
- OST 131 - Keyboarding 2
- OST 134 - Text Entry & Formatting 3
- OST 136 - Word Processing 3
- OST 137 - Office Applications I 3
- OST 164 - Office Editing 3
- OST 181 - Office Procedures 3
- OST 184 - Records Management 3
- OST 286 - Professional Development 3
- OST 289 - Office Admin Capstone 3
- Elective 3 \*

Total: 38 Credit Hours

General Education Courses

- ENG 111 - Writing and Inquiry 3
- Communication 3 \*

Total: 6 Credit Hours

Other Required Courses

- Other Requirement 1 \*

Total: 1 Credit Hours

**Total Credits for Diploma: 45**

\*Recommended Elective & General Education Options

Elective:

Take One:

- OST 138 - Office Applications II 3
- OST 153 - Office Finance Solutions 3
- OST 171 - Intro. to Virtual Office 3
- OST 236 - Adv Word Processing 3

Communication:

Take One:

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3

Other Requirement:

Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

Note:

Contact the program coordinator or department chair for specific requirements.

**Patient Services Representative Diploma (D2531006)**

Major Courses

- ACC 111 - Financial Accounting 3
- BUS 260 - Business Communication 3
- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3
- OST 131 - Keyboarding 2
- OST 134 - Text Entry & Formatting 3
- OST 136 - Word Processing 3
- OST 137 - Office Applications I 3
- OST 148 - Med Ins & Billing 3
- OST 149 - Medical Legal Issues 3
- OST 243 - Med Office Simulation 3
- OST 263 - Healthcare Customer Relations 3
- OST 280 - Electronic Health Records 3
- OST 286 - Professional Development 3

Total: 41 Credit Hours

## General Education Courses

- ENG 111 - Writing and Inquiry 3
- Communication 3 \*

Total: 6 Credit Hours

## Other Required Courses

- Other Requirement 1 \*

Total: 1 Credit Hours

**Total Credits for Diploma: 48**

\*Recommended Elective & General Education Options:

Communication:  
Take One:

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3

Other Requirement:  
Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

Note:  
Contact the program coordinator or department chair for specific requirements.

## Certificate

### Customer Service and Collection Management Certificate (C2520005)

#### Program Courses

- ACC 120 - Prin of Financial Accounting 4
- ACC 150 - Accounting Software Appl 2
- CTS 130 - Spreadsheet 3
- HMT 110 - Intro to Healthcare Mgt 3
- HMT 210 - Medical Insurance 3
- Computer Applications 3\*

**Total Credits for Certificate: 18**

## \*Recommended Elective Option

Computer Applications  
Take One:

- CIS 110 - Introduction to Computers 3
- OST 137 - Office Applications I 3

Note:  
Contact the program coordinator or department chair for specific requirements.

### Data Entry Certificate (C2537008)

#### Program Courses

- OST 131 - Keyboarding 2
- OST 134 - Text Entry & Formatting 3
- OST 136 - Word Processing 3
- OST 137 - Office Applications I 3
- OST 138 - Office Applications II 3
- OST 184 - Records Management 3

**Total Credits for Certificate: 17**

Note:  
Contact the program coordinator or department chair for specific requirements.

### Healthcare Management Technology Certificate (C2520001)

#### Program Courses

- HMT 110 - Intro to Healthcare Mgt 3
- HMT 210 - Medical Insurance 3
- HMT 212 - Mgt of Healthcare Org 3
- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3

**Total Credits for Certificate: 15**

Note:  
Contact the program coordinator or department chair for specific requirements.

### Legal Certificate (C2537007)

#### Program Courses

- BUS 115 - Business Law I 3
- OST 131 - Keyboarding 2

- OST 134 - Text Entry & Formatting 3
- OST 155 - Legal Terminology 3
- OST 156 - Legal Office Procedures 3
- OST 251 - Legal Doc. Formatting 3

**Total Credits for Certificate: 17**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Long-Term Care Certificate (C2520004)**

Program Courses

- GRO 120 - Gerontology 3
- HMT 110 - Intro to Healthcare Mgt 3
- HMT 211 - Long-Term Care Admin 3
- HMT 212 - Mgt of Healthcare Org 3
- HMT 215 - Legal Asp of Healthcare Admin 3
- SOC 213 - Sociology of the Family 3

**Total Credits for Certificate: 18**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Medical Receptionist Certificate (C2531006)**

Program Courses

- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3
- OST 131 - Keyboarding 2
- OST 137 - Office Applications I 3
- OST 149 - Medical Legal Issues 3
- OST 286 - Professional Development 3

**Total Credits for Certificate: 17**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Office Admin Fundamentals Certificate (C2537010)**

Program Courses

- OST 131 - Keyboarding 2

- OST 137 - Office Applications I 3
- OST 164 - Office Editing 3
- OST 184 - Records Management 3
- OST 286 - Professional Development 3

**Total Credits for Certificate: 14**

Notes:

Contact the program coordinator or department chair for specific requirements.

### **Office Finance Certificate (C2537006)**

Program Courses

- ACC 111 - Financial Accounting 3
- OST 131 - Keyboarding 2
- OST 137 - Office Applications I 3
- OST 138 - Office Applications II 3
- OST 153 - Office Finance Solutions 3

**Total Credits for Certificate: 14**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Office Software Certificate (C2537005)**

Program Courses

- OST 131 - Keyboarding 2
- OST 136 - Word Processing 3
- OST 137 - Office Applications I 3
- OST 138 - Office Applications II 3
- OST 236 - Adv Word Processing 3

**Total Credits for Certificate: 14**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Office Software Core Certificate (C2537009)**

Program Courses

- OST 131 - Keyboarding 2
- OST 134 - Text Entry & Formatting 3
- OST 136 - Word Processing 3
- OST 137 - Office Applications I 3
- OST 138 - Office Applications II 3

**Total Credits for Certificate: 14**

Note:

Contact the program coordinator or department chair for specific requirements.

**Patient Services Representative Certificate  
(C2531008)****Program Courses**

- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3
- OST 131 - Keyboarding 2
- OST 148 - Med Ins & Billing 3
- OST 149 - Medical Legal Issues 3
- OST 286 - Professional Development 3

**Total Credits for Certificate: 17**

Note:

Contact the program coordinator or department chair for specific requirements.

**CTE Pathway****Healthcare Management Technology Pathway  
(C25200H1)****Required Courses**

- HMT 110 - Intro to Healthcare Mgt 3
- HMT 210 - Medical Insurance 3
- HMT 212 - Mgt of Healthcare Org 3
- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3

**Total Credits for Pathway: 15****Medical Office Administration Pathway  
(C25310H1)****Required Courses**

- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3
- OST 131 - Keyboarding 2
- OST 137 - Office Applications I 3
- OST 149 - Medical Legal Issues 3
- OST 286 - Professional Development 3

**Total Credits for Pathway: 17****Office Administration Pathway (C25370H1)****Required Courses**

- OST 131 - Keyboarding 2
- OST 136 - Word Processing 3
- OST 137 - Office Applications I 3
- OST 164 - Office Editing 3
- OST 184 - Records Management 3

**Total Credits for Pathway: 14****Office Administration Pathway (D25370H2)****Required Courses**

- ACA 111 - College Student Success 1
- ACC 111 - Financial Accounting 3
- COM 110 - Introduction to Communication 3
- MAT 110 - Math Measurement & Literacy 3
- OST 131 - Keyboarding 2
- OST 136 - Word Processing 3
- OST 137 - Office Applications I 3
- OST 140 - Internet Comm/Research 2
- OST 153 - Office Finance Solutions 3
- OST 159 - Office Ethics 3
- OST 164 - Office Editing 3
- OST 171 - Intro. to Virtual Office 3
- OST 181 - Office Procedures 3
- OST 184 - Records Management 3
- OST 286 - Professional Development 3
- OST 289 - Office Admin Capstone 3

**Total Credits for Pathway: 44****Business and Entrepreneurship Department****Accounting and Finance: Accounting, AAS  
(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.

#### Fall I

- ACC 120 - Prin of Financial Accounting **4**
- BUS 110 - Introduction to Business **3**
- BUS 115 - Business Law I **3**
- CIS 110 - Introduction to Computers **3**
- ENG 111 - Writing and Inquiry **3**
- College Success (1 Credit): ACA 111 or ACA 122

**Total Recommended Credits: 17**

#### Spring I

- ACC 121 - Prin of Managerial Accounting **4**
- ACC 140 - Payroll Accounting **2**
- ACC 150 - Accounting Software Appl **2**
- CTS 130 - Spreadsheet **3**
- ECO 251 - Prin of Microeconomics **3**
- Math II (3 Credits): MAT 143 or MAT 171

**Total Recommended Credits: 17**

#### Summer I

- Communication (3 Credits): COM 120, COM 231, or ENG 112
- Humanities/Fine Arts (3 Credits): HUM 110 or HUM 115

**Total Recommended Credits: 6**

#### Fall II

- ACC 129 - Individual Income Taxes **3**
- ACC 220 - Intermediate Accounting I **4**
- ACC 267 - Fraud Examination **3**
- ECO 252 - Prin of Macroeconomics **3**
- MAT 152 - Statistical Methods I **4**

**Total Recommended Credits: 17**

#### Spring II

- ACC 269 - Auditing & Assurance Services **3**
- BUS 225 - Business Finance **3**
- BUS 240 - Business Ethics **3**
- WBL 110 - World of Work **1**

- Elective (3 Credits): BAF 143, BUS 125, BUS 139, CTS 225, DBA 112, or INT 110

**Total Recommended Credits: 13**

#### Total Credits for AAS Degree: 70

##### Note:

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.

#### Accounting and Finance: Financial Services, AAS (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.

#### Fall I

- ACC 120 - Prin of Financial Accounting **4**
- BUS 110 - Introduction to Business **3**
- BUS 115 - Business Law I **3**
- CIS 110 - Introduction to Computers **3**
- ENG 111 - Writing and Inquiry **3**
- College Success (1 Credit): ACA 111 or ACA 122

**Total Recommended Credits: 17**

## Spring I

- ACC 121 - Prin of Managerial Accounting **4**
- BUS 125 - Personal Finance **3**
- CTS 130 - Spreadsheet **3**
- ECO 251 - Prin of Microeconomics **3**
- Math II (3 Credits): MAT 143 or MAT 171

**Total Recommended Credits: 16**

## Summer I

- Communication (3 Credits): COM 120, COM 231, or ENG 112
- Humanities/Fine Arts (3 Credits): HUM 110 or HUM 115

**Total Recommended Credits: 6**

## Fall II

- ACC 267 - Fraud Examination **3**
- BAF 143 - Financial Planning **3**
- BUS 240 - Business Ethics **3**
- ECO 252 - Prin of Macroeconomics **3**
- MAT 152 - Statistical Methods I **4**

**Total Recommended Credits: 16**

## Spring II

- BUS 147 - Business Insurance **3**
- BUS 210 - Investment Analysis **3**
- BUS 225 - Business Finance **3**
- DBA 112 - Database Utilization **3**
- INT 110 - International Business **3**
- WBL 110 - World of Work **1**

**Total Recommended Credits: 16**

**Total Credits for AAS Degree: 71**

### Note:

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.

## Business Administration: General Business Administration, AAS (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.

### Major Courses

- ACC 120 - Prin of Financial Accounting **4**
- ACC 121 - Prin of Managerial Accounting **4**
- BUS 110 - Introduction to Business **3**
- BUS 115 - Business Law I **3**
- BUS 121 - Business Math **3**
- BUS 137 - Principles of Management **3**
- BUS 151 - People Skills **3**
- BUS 153 - Human Resource Management **3**
- BUS 225 - Business Finance **3**
- BUS 238 - Integrated Management **3**
- BUS 240 - Business Ethics **3**
- CIS 110 - Introduction to Computers **3**
- CTS 130 - Spreadsheet **3**
- ECO 251 - Prin of Microeconomics **3**
- INT 110 - International Business **3**
- MKT 120 - Principles of Marketing **3**
- WBL 110 - World of Work **1**
- Electives I **2 \***

**Total: 53 Credit Hours**

### General Education Courses

- ECO 252 - Prin of Macroeconomics **3**
- ENG 111 - Writing and Inquiry **3**
- Communication **3 \***
- Humanities/Fine Arts **3 \***
- Math **3 \***

Total: 15 Credit Hours

Other Required Courses

- Other Requirement 1 \*

Total: 1 Credit Hour

**Total Credits for AAS Degree: 69**

\*Recommended Elective & General Education Options

Major Elective:

Take One:

- ACC 140 - Payroll Accounting 2
- ACC 150 - Accounting Software Appl 2
- BUS 125 - Personal Finance 3
- BUS 139 - Entrepreneurship I 3
- CTS 225 - Spreadsheet Data Analysis 3
- DBA 112 - Database Utilization 3
- MKT 220 - Advertising and Sales Promotio 3
- WBL 112 - Work-Based Learning I 2

Communication:

Take One:

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- ENG 112 - Writing/Research in the Disc 3

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking 3
- PHI 240 - Introduction to Ethics 3

Math:

Take One:

- MAT 143 - Quantitative Literacy 3
- MAT 152 - Statistical Methods I 4
- MAT 171 - Precalculus Algebra 4

Other Requirement:

Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

Note:

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.

**Business Administration: Human Resources Management, AAS (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.

Major Courses

- ACC 120 - Prin of Financial Accounting 4
- BUS 110 - Introduction to Business 3
- BUS 115 - Business Law I 3
- BUS 137 - Principles of Management 3
- BUS 153 - Human Resource Management 3
- BUS 217 - Employment Law and Regs 3
- BUS 234 - Training and Development 3
- BUS 238 - Integrated Management 3
- BUS 240 - Business Ethics 3
- BUS 255 - Org Behavior in Business 3
- BUS 256 - Recruit Select & Per Plan 3

- BUS 258 - Compensation and Benefits **3**
- BUS 259 - HRM Applications **3**
- CIS 110 - Introduction to Computers **3**
- CTS 130 - Spreadsheet **3**
- ECO 251 - Prin of Microeconomics **3**
- MKT 120 - Principles of Marketing **3**
- WBL 110 - World of Work **1**
- Major Elective **2 \***

Total: 55 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry **3**
- PSY 150 - General Psychology **3**
- Communication **3 \***
- Humanities/Fine Arts **3 \***
- Math **3 \***

Total: 15 Credit Hours

#### Other Required Courses

- Other Requirement **1 \***

Total: 1 Credit Hour

#### **Total Credits for AAS Degree: 71**

\*Recommended Elective & General Education Options

#### Major Electives:

Take One:

- ACC 140 - Payroll Accounting **2**
- ACC 150 - Accounting Software Appl **2**
- BUS 121 - Business Math **3**
- BUS 125 - Personal Finance **3**
- BUS 151 - People Skills **3**
- INT 110 - International Business **3**
- WBL 112 - Work-Based Learning I **2**

#### Communication:

Take One:

- COM 120 - Intro Interpersonal Com **3**
- COM 231 - Public Speaking **3**
- ENG 112 - Writing/Research in the Disc **3**

#### Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking **3**
- PHI 240 - Introduction to Ethics **3**

#### Math:

Take One:

- MAT 143 - Quantitative Literacy **3**
- MAT 152 - Statistical Methods I **4**
- MAT 171 - Precalculus Algebra **4**

#### Other Requirement:

Take One:

- ACA 111 - College Student Success **1**
- ACA 122 - College Transfer Success **1**

#### Note:

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.

#### **Business Administration: Marketing, AAS (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.

#### Major Courses

- ACC 120 - Prin of Financial Accounting 4
- BUS 110 - Introduction to Business 3
- BUS 115 - Business Law I 3
- BUS 121 - Business Math 3
- BUS 137 - Principles of Management 3
- ECO 252 - Prin of Macroeconomics 3
- MKT 120 - Principles of Marketing 3
- MKT 121 - Retailing 3
- MKT 123 - Fundamentals of Selling 3
- MKT 220 - Advertising and Sales Promotio 3
- MKT 223 - Customer Service 3
- MKT 225 - Marketing Research 3
- MKT 227 - Marketing Applications 3
- MKT 232 - Social Media Marketing 4
- Computer Applications 3 \*
- Office Applications 3 \*
- Other Required 2 \*

Total: 52 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry 3
- ECO 251 - Prin of Microeconomics 3
- Communication 3 \*
- Humanities/Fine Arts 3 \*
- Math 3 \*

Total: 15 Credit Hours

#### Other Required Courses

- Other Requirement 1 \*

Total: 1 Credit Hour

**Total Credits for AAS Degree: 68**

\*Recommended Elective & General Education Options

Computer Applications:  
Take One:

- CIS 110 - Introduction to Computers 3
- OST 137 - Office Applications I 3

Office Applications:  
Take One:

- CTS 130 - Spreadsheet 3
- OST 138 - Office Applications II 3

Other Required:  
Take One:

- BUS 139 - Entrepreneurship I 3
- WBL 112 - Work-Based Learning I 2

Communication:  
Take One:

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- ENG 112 - Writing/Research in the Disc 3

Humanities/Fine Arts:  
Take One:

- ART 111 - Art Appreciation 3
- HUM 115 - Critical Thinking 3
- MUS 110 - Music Appreciation 3
- PHI 240 - Introduction to Ethics 3

Math:  
Take One:

- MAT 143 - Quantitative Literacy 3
- MAT 152 - Statistical Methods I 4
- MAT 171 - Precalculus Algebra 4

Other Requirement:  
Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

Note:

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.

## Entrepreneurship, AAS (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.

### Major Courses

- ACC 120 - Prin of Financial Accounting 4
- BUS 110 - Introduction to Business 3
- BUS 115 - Business Law I 3
- BUS 137 - Principles of Management 3
- BUS 139 - Entrepreneurship I 3
- BUS 153 - Human Resource Management 3
- BUS 245 - Entrepreneurship II 3
- CIS 110 - Introduction to Computers 3
- ECO 252 - Prin of Macroeconomics 3
- ETR 220 - Innovation and Creativity 3
- ETR 230 - Entrepreneur Marketing 3
- ETR 240 - Funding for Entrepreneurs 3
- ETR 270 - Entrepreneurship Issues 3
- INT 110 - International Business 3
- MKT 223 - Customer Service 3
- MKT 232 - Social Media Marketing 4
- Accounting Elective 2 \*

Total: 52 Credit Hours

### General Education Courses

- ENG 111 - Writing and Inquiry 3
- ECO 251 - Prin of Microeconomics 3
- MAT 143 - Quantitative Literacy 3
- Communication 3 \*
- Humanities/Fine Arts 3 \*

Total: 15 Credit Hours

### Other Required Courses

- ACA 111 - College Student Success 1

Total: 1 Credit Hour

### Total Credits for AAS Degree: 68

\*Recommended Elective & General Education Options

Accounting Elective:  
Take One:

- ACC 140 - Payroll Accounting 2
- ACC 150 - Accounting Software Appl 2

Communication:  
Take One:

- COM 231 - Public Speaking 3
- ENG 112 - Writing/Research in the Disc 3

Humanities/Fine Arts:  
Take One:

- ART 111 - Art Appreciation 3
- MUS 110 - Music Appreciation 3

Note:

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.

Contact the program coordinator or department chair for specific requirements.

### Certificate

#### Accounting and Finance: Accounting Productivity Software Certificate (C2580004)

### Program Courses

- ACC 120 - Prin of Financial Accounting 4
- ACC 150 - Accounting Software Appl 2
- CIS 110 - Introduction to Computers 3
- CTS 130 - Spreadsheet 3
- CTS 225 - Spreadsheet Data Analysis 3

Total Credits for Certificate: 15

Note:

Contact the program coordinator or department chair for specific requirements.

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

Program Courses

- ACC 120 - Prin of Financial Accounting 4
- ACC 121 - Prin of Managerial Accounting 4
- ACC 150 - Accounting Software Appl 2
- BUS 110 - Introduction to Business 3
- CIS 110 - Introduction to Computers 3

**Total Credits for Certificate: 16**

Note:

Contact the program coordinator or department chair for specific requirements.

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

Program Courses

- ACC 120 - Prin of Financial Accounting 4
- ACC 267 - Fraud Examination 3
- BUS 115 - Business Law I 3
- BUS 225 - Business Finance 3

**Total Credits for Certificate: 13**

Note:

Contact the program coordinator or department chair for specific requirements.

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

Program Courses

- ACC 120 - Prin of Financial Accounting 4
- ACC 121 - Prin of Managerial Accounting 4
- ACC 129 - Individual Income Taxes 3
- ACC 140 - Payroll Accounting 2
- ACC 150 - Accounting Software Appl 2
- BUS 110 - Introduction to Business 3

**Total Credits for Certificate: 18**

Note:

Contact the program coordinator or department chair for specific requirements.

**Business Productivity Software Certificate (C2512007)**

Program Courses

- ACC 120 - Prin of Financial Accounting 4
- CIS 110 - Introduction to Computers 3
- CTS 130 - Spreadsheet 3
- CTS 225 - Spreadsheet Data Analysis 3
- DBA 112 - Database Utilization 3

**Total Credits for Certificate: 16**

Note:

Contact the program coordinator or department chair for specific requirements.

**Business Supervisor Certificate (C2512006)**

Program Courses

- BUS 110 - Introduction to Business 3
- BUS 115 - Business Law I 3
- BUS 137 - Principles of Management 3
- BUS 153 - Human Resource Management 3
- Communication 3 \*

**Total Credits for Certificate: 15**

\*Communication Options

Take One:

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- ENG 111 - Writing and Inquiry 3 and
- ENG 112 - Writing/Research in the Disc 3

Note:

Contact the program coordinator or department chair for specific requirements.

### **Entrepreneurship Certificate (C2549001)**

#### **Program Courses**

- BUS 139 - Entrepreneurship I **3**
- BUS 245 - Entrepreneurship II **3**
- ETR 230 - Entrepreneur Marketing **3**
- ETR 270 - Entrepreneurship Issues **3**

**Total Credits for Certificate: 12**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Human Resources Management Certificate (C2512004)**

#### **Program Courses**

- BUS 110 - Introduction to Business **3**
- BUS 153 - Human Resource Management **3**
- BUS 217 - Employment Law and Regs **3**
- BUS 255 - Org Behavior in Business **3**
- BUS 256 - Recruit Select & Per Plan **3**
- CIS 110 - Introduction to Computers **3**

**Total Credits for Certificate: 18**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Management Applications and Principles Certificate (C2512001)**

#### **Program Courses**

- BUS 110 - Introduction to Business **3**
- BUS 137 - Principles of Management **3**
- BUS 151 - People Skills **3**
- BUS 153 - Human Resource Management **3**
- CIS 110 - Introduction to Computers **3**

**Total Credits for Certificate: 15**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Marketing Certificate (C2512005)**

#### **Program Courses**

- BUS 110 - Introduction to Business **3**
- MKT 120 - Principles of Marketing **3**
- MKT 123 - Fundamentals of Selling **3**
- MKT 220 - Advertising and Sales Promotio  
**3**
- MKT 225 - Marketing Research **3**
- OST 137 - Office Applications I **3**

**Total Credits for Certificate: 18**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Payroll and Benefits Specialist Certificate (C2512008)**

#### **Program Courses**

- ACC 120 - Prin of Financial Accounting **4**
- ACC 140 - Payroll Accounting **2**
- BUS 153 - Human Resource Management **3**
- BUS 217 - Employment Law and Regs **3**
- BUS 258 - Compensation and Benefits **3**

**Total Credits for Certificate: 15**

Note:

Contact the program coordinator or department chair for specific requirements.

### **CTE Pathway**

#### **Accounting and Finance Pathway (C25800H1)**

#### **Program Courses**

- ACC 120 - Prin of Financial Accounting **4**
- ACC 121 - Prin of Managerial Accounting **4**
- ACC 129 - Individual Income Taxes **3**
- CIS 110 - Introduction to Computers **3**
- MAT 152 - Statistical Methods I **4**

**Total Credits for Certificate: 18**

## **Business Administration Pathway (C25120H1)**

### **Required Courses**

- ACA 111 - College Student Success 1
- BUS 110 - Introduction to Business 3
- BUS 115 - Business Law I 3
- BUS 137 - Principles of Management 3
- CIS 110 - Introduction to Computers 3
- MKT 120 - Principles of Marketing 3

**Total Credits for Pathway: 16**

## **Business Administration Pathway: Marketing (C25120H2)**

### **Required Courses**

- ACA 111 - College Student Success 1
- MKT 120 - Principles of Marketing 3
- MKT 220 - Advertising and Sales Promotion 3
- MKT 223 - Customer Service 3
- MKT 225 - Marketing Research 3
- MKT 232 - Social Media Marketing 4

**Total Credits for Pathway: 17**

## **Entrepreneurship Pathway (C25490H1)**

### **Required Courses**

- BUS 110 - Introduction to Business 3
- BUS 139 - Entrepreneurship I 3
- BUS 245 - Entrepreneurship II 3
- ETR 230 - Entrepreneur Marketing 3
- ETR 270 - Entrepreneurship Issues 3

**Total Credits for Pathway: 15**

## **Computer Technologies Department**

### **Information Technology: Computer Programming and Development, AAS (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.

### **Fall I**

- CIS 110 - Introduction to Computers 3
- CTI 110 - Web, Pgm, & Db Foundation 3 \*
- CTI 120 - Network & Sec Foundation 3 \*
- CTS 115 - Info Sys Business Concepts 3
- College Success (1 Credit): ACA 111 or ACA 122
- Math (3 Credits): MAT 121, MAT 143, or MAT 171

**Total Recommended Credits: 16**

### **Spring I**

- CSC 120 - Computing Fundamentals I 4 \*
- CSC 121 - Python Programming 3
- CSC 153 - C# Programming 3 \*
- CTS 288 - Professional Practices in IT 3
- DBA 110 - Database Concepts 3

**Total Recommended Credits: 16**

## Summer I

- ENG 111 - Writing and Inquiry 3
- Communication (3 Credits): COM 231\* or ENG 112

**Total Recommended Credits: 6**

## Fall II

- CSC 151 - JAVA Programming 3
- CSC 221 - Advanced Python Programming 3
- CSC 253 - Advanced C# Programming 3
- CTS 240 - Project Management 3
- DBA 120 - Database Programming I 3
- Co-op Requirement (1 Credit): CSC 134+ or WBL 111

**Total Recommended Credits: 16**

## Spring II

- CSC 251 - Advanced JAVA Programming 3
- CSC 289 - Programming Capstone Project 3
- CTS 285 - Systems Analysis & Design 3
- Co-op Requirement (1 Credit): CSC 134+ or WBL 121
- Humanities/Fine Arts (3 Credits): ART 111, MUS 110, or PHI 240
- Social/Behavioral Sciences (3 Credits): ECO 251, POL 120, PSY 150\*, or SOC 210

**Total Recommended Credits: 16**

## Total Credits for AAS Degree: 70

### Note:

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.

\* Recommended course

♦ Key courses for first-year students.

+ CSC 134 can be taken in place of WBL 111 and WBL 121 in Summer I.

## Information Technology: Cyber Security, AAS (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.

## Fall I

- CIS 110 - Introduction to Computers 3
- CTI 110 - Web, Pgm, & Db Foundation 3 ♦
- CTI 120 - Network & Sec Foundation 3 ♦
- CTS 115 - Info Sys Business Concepts 3
- College Success (1 Credit): ACA 111 or ACA 122
- Math (3 Credits): MAT 121, MAT 143, or MAT 171

**Total Recommended Credits: 16**

## Spring I

- CTS 288 - Professional Practices in IT 3
- ENG 111 - Writing and Inquiry 3
- NET 125 - Introduction to Networks 3 \*
- NOS 120 - Linux/UNIX Single User 3
- SEC 110 - Security Concepts 3

**Total Recommended Credits: 15**

## Summer I

- Communication (3 Credits): COM 231\* or ENG 112
- Humanities/Fine Arts (3 Credits): ART 111, MUS 110, or PHI 240\*

**Total Recommended Credits: 6**

## Fall II

- CSC 121 - Python Programming 3
- NET 126 - Switching and Routing 3
- NOS 230 - Windows Administration I 3
- SEC 150 - Secure Communication 3
- SEC 151 - Intro to Protocol Analysis 3
- Co-op Requirement (1 Credit): CTI 175+ or WBL 111

**Total Recommended Credits: 16**

## Spring II

- CTS 240 - Project Management 3
- SEC 175 - Perimeter Defense 3
- SEC 180 - Info Assurance Principles 3
- SEC 258 - Systems Compliance 3
- Co-op Requirement (1 Credit): CTI 175+ or WBL 121
- Social/Behavioral Sciences (3 Credits): ECO 251, POL 120, PSY 150\*, or SOC 210

**Total Recommended Credits: 16**

**Total Credits for AAS Degree: 69**

### Note:

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.

\* Recommended course

♦ Key courses for first-year students.

+CTI 175 can be taken in place of WBL 111 and WBL 121 in Summer I.

## Information Technology: Network Management, AAS (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.

## Fall I

- CIS 110 - Introduction to Computers 3
- CTI 110 - Web, Pgm, & Db Foundation 3 \*
- CTI 120 - Network & Sec Foundation 3 \*
- ENG 111 - Writing and Inquiry 3

- College Success (1 Credit):  
ACA 111 or ACA 122
- Math (3 Credits): MAT 121, MAT 143,  
or MAT 171

**Total Recommended Credits: 16**

#### Spring I

- CTS 115 - Info Sys Business Concepts **3**
- CTS 288 - Professional Practices in IT **3**
- NET 125 - Introduction to Networks **3** \*
- NOS 120 - Linux/UNIX Single User **3** \*
- SEC 110 - Security Concepts **3**

**Total Recommended Credits: 15**

#### Summer I

- Communication (3 Credits): COM 231\*  
or ENG 112

**Total Recommended Credits: 3**

#### Fall II

- CSC 121 - Python Programming **3**
- CTI 175 - Intro to Wireless Technology **3**
- NET 126 - Switching and Routing **3**
- NOS 230 - Windows Administration I **3**
- Co-op Requirement (1 Credit): SEC  
150+, SEC 175+, or WBL 111
- Humanities/Fine Arts (3 Credits): ART  
111, MUS 110, or PHI 240

**Total Recommended Credits: 16**

#### Spring II

- CTS 240 - Project Management **3**
- NET 225 - Enterprise Networking **3**
- NET 226 - Network Programmability **3**
- NET 289 - Networking Project **3**
- Co-op Requirement (1 Credit): SEC  
150+, SEC 175+, or WBL 121
- Social/Behavioral Sciences (3 Credits): ECO  
251, POL 120, PSY 150\*, or SOC 210

**Total Recommended Credits: 16**

**Total Credits for AAS Degree: 66**

#### Note:

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.

\* Recommended course

♦ Key courses for first-year students.

+ SEC 150 or SEC 175 can be taken in place of WBL 111 and WBL 121 in Summer I.

### **Information Technology: Technical Support, AAS (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.

## Fall I

- CIS 110 - Introduction to Computers 3 ♦
- CTI 110 - Web, Pgm, & Db Foundation 3
- CTI 120 - Network & Sec Foundation 3 ♦
- CTS 115 - Info Sys Business Concepts 3
- College Success (1 Credit): ACA 111 or ACA 122
- Math (3 Credits): MAT 121, MAT 143, or MAT 171

**Total Recommended Credits: 16**

## Spring I

- CTS 120 - Hardware/Software Support 3 ♦
- CTS 240 - Project Management 3
- CTS 288 - Professional Practices in IT 3
- ENG 111 - Writing and Inquiry 3
- NET 125 - Introduction to Networks 3 ♦

**Total Recommended Credits: 15**

## Summer I

- Communication (3 Credits): COM 231\* or ENG 112
- Humanities/Fine Arts (3 Credits): ART 111, MUS 110, or PHI 240

**Total Recommended Credits: 6**

## Fall II

- CTI 140 - Virtualization Concepts 3
- CTS 155 - Tech Support Functions 3
- CTS 220 - Adv Hard/Software Support 3
- NET 126 - Switching and Routing 3
- NOS 230 - Windows Administration I 3
- Co-op Requirement (1 Credit): SEC 180\* or WBL 111

**Total Recommended Credits: 16**

## Spring II

- CTI 289 - CTI Capstone Project 3
- CTS 130 - Spreadsheet 3
- NOS 120 - Linux/UNIX Single User 3
- SEC 110 - Security Concepts 3
- Co-op Requirement (1 Credit): SEC 180\* or WBL 121
- Social/Behavioral Sciences (3 Credits): ECO 251, POL 120, PSY 150\*, or SOC 210

**Total Recommended Credits: 16**

## Total Credits for AAS Degree: 69

Note:

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.

\* Recommended course

♦ Key courses for first-year students.

+SEC 180 can be taken in place of WBL 111 and WBL 121 in Summer I.

## Information Technology: Web Development, AAS (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.

#### Fall I

- CIS 110 - Introduction to Computers **3**
- CTI 110 - Web, Pgm, & Db Foundation **3** ♦
- CTI 120 - Network & Sec Foundation **3** ♦
- CTS 115 - Info Sys Business Concepts **3**
- College Success (1 Credit): ACA 111 or ACA 122
- Math (3 Credits): MAT 121, MAT 143, or MAT 171

**Total Recommended Credits: 16**

#### Spring I

- CSC 120 - Computing Fundamentals I **4**
- CTS 288 - Professional Practices in IT **3**
- SGD 116 - SGD Graphic Design Tools **3**
- WEB 115 - Web Markup and Scripting **3** ♦
- WEB 140 - Web Development Tools **3** ♦

**Total Recommended Credits: 16**

#### Fall II

- CTS 240 - Project Management **3**
- ENG 111 - Writing and Inquiry **3**
- WEB 210 - Web Design **3**
- WEB 213 - Internet Mkt & Analytics **3**
- WEB 215 - Adv Markup and Scripting **3**
- WEB 225 - Content Management Sys **3**

**Total Recommended Credits: 18**

#### Spring II

- WEB 260 - E-Commerce Programming **3**
- WEB 289 - Internet Technologies Project **3**
- Communication (3 Credits): COM 231\* or ENG 112
- Humanities/Fine Arts (3 Credits): ART 111, MUS 110, or PHI 240
- Social/Behavioral Sciences (3 Credits): ECO 251, POL 120, PSY 150\*, or SOC 210

**Total Recommended Credits: 15**

**Total Credits for AAS Degree: 65**

Note:

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.

Contact the program coordinator or department chair for specific requirements.

\* Recommended course

♦ Key courses for first-year students.

### **Simulation and Game Development, AAS (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.

#### Fall I

- ACA 111 - College Student Success **1**
- COM 231 - Public Speaking **3**
- SGD 111 - Introduction to SGD **3** ♦
- SGD 112 - SGD Design I **3** ♦
- SGD 116 - SGD Graphic Design Tools **3**
- Math (3 Credits): MAT 121, MAT 143, or MAT 171

**Total Recommended Credits: 16**

#### Spring II

- CTS 288 - Professional Practices in IT **3**
- ENG 111 - Writing and Inquiry **3**
- SGD 113 - SGD Programming I **3** ♦
- SGD 114 - SGD 3D Modeling I **3** ♦
- SGD 134 - SG Quality Assurance **3**
- SGD 212 - SGD Design II **3**

**Total Recommended Credits: 18**

## Summer I

- CTS 240 - Project Management **3**
  - Humanities/Fine Arts (3 Credits):  
ART 111, ART 171,  
ENG 125, HUM 130, MUS 110, or PHI 240
  - Social/Behavioral Sciences (3 Credits):  
ECO 251, ECO 252,  
POL 120, PSY 150\*, or SOC 210
- Total Recommended Credits: 9**

## Fall II

- SGD 162 - SGD 3D Animation I **3**
  - SGD 174 - SGD Level Design I **3**
  - SGD 213 - SGD Programming II **3**
  - SGD 214 - SGD 3D Modeling II **3**
  - Co-op Requirement (1 Credit):  
CSC 118 or WBL 111
- Total Recommended Credits: 13**

## Spring II

- SGD 172 - SGD Virtual Environments **3**
  - SGD 274 - SGD Level Design II **3**
  - SGD 289 - SGD Project **3**
  - Co-op Requirement (1 Credit):  
CSC 218 or WBL 121
  - Major Elective (3 Credits): SGD 262 or  
SGD 285
- Total Recommended Credits: 13**

## Total Credits for AAS Degree: 69

### Note:

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.

\* Recommended course

♦ Key courses for first-year students.

## Diploma

### Information Technology Diploma (D2559001)

#### Fall I

- CIS 110 - Introduction to Computers **3**
  - CTI 110 - Web, Pgm, & Db Foundation **3**
  - CTI 120 - Network & Sec Foundation **3**
  - CTI 140 - Virtualization Concepts **3**
  - NOS 230 - Windows Administration I **3**
  - Math (3 Credits): MAT 121, MAT 143,  
or MAT 171
- Total Recommended Credits: 18**

#### Spring I

- CTS 115 - Info Sys Business Concepts **3**
  - CTS 120 - Hardware/Software Support **3**
  - NET 125 - Introduction to Networks **3**
  - NOS 120 - Linux/UNIX Single User **3**
  - SEC 110 - Security Concepts **3**
- Total Recommended Credits: 15**

#### Summer I

- ENG 111 - Writing and Inquiry **3**
  - College Success (1 Credit): ACA  
111 or ACA 122
- Total Recommended Credits: 4**

## Total Credits for Diploma: 37

### Note:

Contact the program coordinator or department chair for specific requirements.

## Certificate

### Art Certificate (C2545001)

#### Program Courses

- SGD 114 - SGD 3D Modeling I **3**
- SGD 116 - SGD Graphic Design Tools **3**
- SGD 162 - SGD 3D Animation I **3**
- SGD 214 - SGD 3D Modeling II **3**
- SGD 262 - SGD 3D Animation II **3**

## Total Credits for Certificate: 15

Note:

Contact the program coordinator or department chair for specific requirements.

### **C# Programming Certificate (C2559014)**

#### **Program Courses**

- CIS 110 - Introduction to Computers **3**
- CSC 120 - Computing Fundamentals I **4**
- CSC 153 - C# Programming **3**
- CSC 253 - Advanced C# Programming **3**
- CTI 110 - Web, Pgm, & Db Foundation **3**

**Total Credits for Certificate: 16**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Computer Information Technology Certificate (C2559001)**

#### **Program Courses**

- CIS 110 - Introduction to Computers **3**
- CTI 110 - Web, Pgm, & Db Foundation **3**
- CTI 120 - Network & Sec Foundation **3**
- CTS 115 - Info Sys Business Concepts **3**
- CTS 120 - Hardware/Software Support **3**
- CTS 155 - Tech Support Functions **3**

**Total Credits for Certificate: 18**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Computer Science Transfer Certificate (C2559005)**

#### **Program Courses**

- CIS 110 - Introduction to Computers **3**
- CSC 134 - C++ Programming **3**
- CSC 151 - JAVA Programming **3**
- MAT 171 - Precalculus Algebra **4**

**Total Credits for Certificate: 13**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Cyber Security Certificate (C2559007)**

#### **Program Courses**

- CTI 120 - Network & Sec Foundation **3**
- NET 125 - Introduction to Networks **3**
- NET 126 - Switching and Routing **3**
- NOS 120 - Linux/UNIX Single User **3**
- SEC 110 - Security Concepts **3**
- Electives **3 \***

**Total Credits for Certificate: 18**

\*Recommended Elective Options

Electives:

Take One:

- SEC 150 - Secure Communication **3**
- SEC 175 - Perimeter Defense **3**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Data Reporting and Analytics Certificate (C25590D)**

#### **Program Courses**

- CIS 110 - Introduction to Computers **3**
- CTI 110 - Web, Pgm, & Db Foundation **3**
- CTS 130 - Spreadsheet **3**
- CTS 225 - Spreadsheet Data Analysis **3**
- DBA 110 - Database Concepts **3**
- DBA 120 - Database Programming I **3**

**Total Credits for Certificate: 18**

Note:

Contact the program coordinator or department chair for specific requirements.

## **Desktop Support Technician Certificate (C2559002)**

### **Program Courses**

- CIS 110 - Introduction to Computers **3**
- CTI 110 - Web, Pgm, & Db Foundation **3**
- CTI 120 - Network & Sec Foundation **3**
- CTS 120 - Hardware/Software Support **3**
- CTS 220 - Adv Hard/Software Support **3**
- NOS 230 - Windows Administration I **3**

### **Total Credits for Certificate: 18**

#### **Note:**

Contact the program coordinator or department chair for specific requirements.

## **JAVA Programming Certificate (C2559004)**

### **Program Courses**

- CIS 110 - Introduction to Computers **3**
- CSC 120 - Computing Fundamentals I **4**
- CSC 151 - JAVA Programming **3**
- CSC 251 - Advanced JAVA Programming **3**
- CTI 110 - Web, Pgm, & Db Foundation **3**

### **Total Credits for Certificate: 16**

#### **Note:**

Contact the program coordinator or department chair for specific requirements.

## **Mobile App Entrepreneur Certificate (C255900M)**

### **Program Courses**

- BUS 139 - Entrepreneurship I **3**
- CSC 118 - Swift Programming I **3**
- CSC 218 - Swift Programming II **3**
- ETR 270 - Entrepreneurship Issues **3**

### **Total Credits for Certificate: 12**

#### **Note:**

Contact the program coordinator or department chair for specific requirements.

## **Programming Certificate (C2545002)**

### **Program Courses**

- CSC 118 - Swift Programming I **3**
- CSC 218 - Swift Programming II **3**
- SGD 113 - SGD Programming I **3**
- SGD 213 - SGD Programming II **3**
- SGD 285 - SGD Software Engineering **3**

### **Total Credits for Certificate: 15**

#### **Note:**

Contact the program coordinator or department chair for specific requirements.

## **Python Programming Certificate (C2559008)**

### **Program Courses**

- CIS 110 - Introduction to Computers **3**
- CSC 120 - Computing Fundamentals I **4**
- CSC 121 - Python Programming **3**
- CSC 221 - Advanced Python Programming **3**
- CTI 110 - Web, Pgm, & Db Foundation **3**

### **Total Credits for Certificate: 16**

#### **Note:**

Contact the program coordinator or department chair for specific requirements.

## **Routing and Switching Certificate (C2559009)**

### **Program Courses**

- CTI 120 - Network & Sec Foundation **3**
- NET 125 - Introduction to Networks **3**
- NET 126 - Switching and Routing **3**
- NET 225 - Enterprise Networking **3**
- NET 226 - Network Programmability **3**
- SEC 110 - Security Concepts **3**

### **Total Credits for Certificate: 18**

#### **Note:**

Contact the program coordinator or department chair for specific requirements.

## **System Administrator Certificate (C2559010)**

### **Program Courses**

- CTI 120 - Network & Sec Foundation **3**
- NET 125 - Introduction to Networks **3**
- NOS 120 - Linux/UNIX Single User **3**
- NOS 230 - Windows Administration I **3**

**Total Credits for Certificate: 12**

Note:

Contact the program coordinator or department chair for specific requirements.

## **Web Design Certificate (C2559012)**

### **Program Courses**

- CTI 110 - Web, Pgm, & Db Foundation **3**
- WEB 115 - Web Markup and Scripting **3**
- WEB 140 - Web Development Tools **3**
- WEB 210 - Web Design **3**
- WEB 215 - Adv Markup and Scripting **3**

**Total Credits for Certificate: 15**

Note:

Contact the program coordinator or department chair for specific requirements.

## **Wireless LAN Certificate (C2559011)**

### **Program Courses**

- CTI 120 - Network & Sec Foundation **3**
- CTI 175 - Intro to Wireless Technology **3**
- NET 125 - Introduction to Networks **3**
- NET 126 - Switching and Routing **3**
- NET 225 - Enterprise Networking **3**
- NET 226 - Network Programmability **3**

**Total Credits for Certificate: 18**

Note:

Contact the program coordinator or department chair for specific requirements.

## **CTE Pathway**

### **Information Technology Pathway: Computer Programming and Development (C25590H1)**

#### **Required Courses**

- CIS 110 - Introduction to Computers **3**
- CSC 120 - Computing Fundamentals I **4**
- CSC 151 - JAVA Programming **3**
- CSC 153 - C# Programming **3**
- CTI 110 - Web, Pgm, & Db Foundation **3**

**Total Credits for Pathway: 16**

### **Information Technology Pathway: Computer Science Transfer (C25590H8)**

#### **Required Courses**

- CIS 110 - Introduction to Computers **3**
- CSC 134 - C++ Programming **3**
- CSC 151 - JAVA Programming **3**
- MAT 171 - Precalculus Algebra **4**

**Total Credits for Pathway: 13**

### **Information Technology Pathway: Cyber Security (C25590H2)**

#### **Required Courses**

- CTI 120 - Network & Sec Foundation **3**
- NET 125 - Introduction to Networks **3**
- NET 126 - Switching and Routing **3**
- SEC 110 - Security Concepts **3**
- SEC 150 - Secure Communication **3**
- SEC 151 - Intro to Protocol Analysis **3**

**Total Credits for Pathway: 18**

### **Information Technology Pathway: Network Management (C25590H7)**

#### **Required Courses**

- CTI 120 - Network & Sec Foundation **3**
- NET 125 - Introduction to Networks **3**
- NET 126 - Switching and Routing **3**
- NET 225 - Enterprise Networking **3**
- NET 226 - Network Programmability **3**
- SEC 110 - Security Concepts **3**

### **Total Credits for Pathway: 18**

#### **Information Technology Pathway: Web Development (C25590H4)**

##### **Required Courses**

- CIS 110 - Introduction to Computers 3
- CTI 110 - Web, Pgm, & Db Foundation 3
- WEB 115 - Web Markup and Scripting 3
- WEB 140 - Web Development Tools 3
- WEB 210 - Web Design 3

### **Total Credits for Pathway: 15**

#### **Simulation and Game Development (C25450H1)**

##### **Required Courses**

- SGD 111 - Introduction to SGD 3
- SGD 112 - SGD Design I 3
- SGD 113 - SGD Programming I 3
- SGD 114 - SGD 3D Modeling I 3
- SGD 116 - SGD Graphic Design Tools 3

### **Total Credits for Pathway: 15**

#### **Simulation and Game Development (SGD Art) (C25450H2)**

##### **Required Courses**

- SGD 114 - SGD 3D Modeling I 3
- SGD 116 - SGD Graphic Design Tools 3
- SGD 162 - SGD 3D Animation I 3
- SGD 214 - SGD 3D Modeling II 3
- SGD 262 - SGD 3D Animation II 3

### **Total Credits for Pathway: 15**

##### **Note:**

Courses included in this CTE program of study are offered in the college's traditional, local certificate as listed in the college catalog.

#### **Simulation and Game Development (SGD Programming) (C25450H3)**

##### **Required Courses**

- CSC 118 - Swift Programming I 3
- CSC 218 - Swift Programming II 3

- SGD 113 - SGD Programming I 3
- SGD 213 - SGD Programming II 3
- SGD 285 - SGD Software Engineering 3

### **Total Credits for Pathway: 15**

##### **Note:**

Courses included in this CTE program of study are offered in the college's traditional, local certificate as listed in the college catalog.

### **Workforce Licensure**

### **CE Programs**

#### **Cosmetology**

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

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

##### **Program Contact & Information**

##### **Wendy Dunbar**

Program Coordinator  
252-493-7528  
wwdunbar973@my.pittcc.edu

For more information,  
visit: <https://pittcc.edu/community/continuing-education/cosmetology/>

#### **Insurance Pre-Licensing**

PCC's insurance prelicensing classes are done in partnership with Insurance Educational Systems, an approved educational provider with the Department of Insurance.

##### **Program Contact & Information**

##### **Wendy Dunbar**

Program Coordinator  
252-493-7528  
wwdunbar973@my.pittcc.edu

For more information,  
visit: <https://pittcc.edu/community/continuing-education/insurance/>

**Note:**

The insurance program at Pitt Community College offers classes for individuals who wish to obtain their insurance agent license in North Carolina. The classes provided by Pitt Community College meet the North Carolina Department of Insurance study and educational requirements. Students must successfully complete the course by completing the required instruction and passing a final course examination. Upon successful completion of a pre-licensing course, students must make application to the North Carolina Department of Insurance to take the state licensure examination for that specific insurance line of authority (property, casualty, life, health, etc.) Adjusters do not have a pre-licensing requirement; however, adjusters are required to take and pass a state licensure exam. Students wishing to be a licensed insurance agent or adjuster in other states should contact the Department of Insurance of that state who oversees insurance agent licenses for their specific requirements.

## **Real Estate**

Brokers are required to complete 8 hours of continuing education annually to maintain an active status on their real estate license. Post-licensing classes are required to be completed by provisional brokers within 18 months of receiving their provisional broker status. Post-licensing classes include Broker Relationships & Responsibilities; Contracts and Closings; and NC Laws, Rules & Legal Concepts.

Our goal for our Real Estate students is for them to understand the basic characteristics of real estate, how real estate is used, and the real estate market. Course work includes the practices and principles of real estate, emphasizing financial and legal applications, property development, and property values.

### **Program Contact & Information**

#### **Wendy Dunbar**

Program Coordinator  
252-493-7528  
[wwdunbar973@my.pittcc.edu](mailto:wwdunbar973@my.pittcc.edu)

For more information,  
visit: <https://pittcc.edu/community/continuing-education/real-estate/>

## **CE Courses**

### **Notary**

#### **Notary Public**

Learn the information necessary to apply for notary public commissions. Registration requires you to be able to read, write, speak English, and present a government issued photo ID. Prior to being appointed, first-time candidates must successfully complete this course as one of the state requirements. A textbook is required and must be purchased at the PCC Bookstore prior to class. **8 hours.**

#### **Electronic Notary (E-Notary)**

Learn the information necessary to become commissioned as an electronic notary. Topics include procedural, legal, and ethical requirements. Prior to being appointed, first-time candidates must successfully complete this course as one of the state requirements. Registration requires you to hold a valid commission as a notary public in North Carolina and present a government issues photo ID. You are required to pass an exam to complete the class requirements. A textbook is required and must be purchased at the PCC Bookstore prior to class. **6 hours.**

### **Program Contact & Information**

#### **Wendy Dunbar**

Program Coordinator  
252-493-7528  
[wwdunbar973@my.pittcc.edu](mailto:wwdunbar973@my.pittcc.edu)

For more information, visit:  
<https://pittcc.edu/community/continuing-education/course-schedules/notary-public/>

## Construction and Industrial Technology Division

### Air Conditioning, Heating, and Refrigeration Technology

#### Air Conditioning, Heating & Refrigeration Technology, AAS (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.

#### Fall I

- ACA 111 - College Student Success 1
  - AHR 110 - Intro to Refrigeration 5
  - AHR 151 - HVAC Duct Systems I 2
  - ISC 115 - Construction Safety 2
  - Communication (3 Credits):  
COM 120 or COM 231
  - Electricity (3 Credits): AHR 111\* or ELC 111
- Total Recommended Credits: 16**

#### Spring I

- AHR 112 - Heating Technology 4
  - AHR 113 - Comfort Cooling 4
  - AHR 130 - HVAC Controls 3
  - Blueprint Reading (2 Credits):  
BPR 130 or BPR 135\*
  - Computer Elective (2 Credits):  
EGR 125\* or CIS 111
- Total Recommended Credits: 15**

#### Summer I

- AHR 114 - Heat Pump Technology 4
  - AHR 133 - HVAC Servicing 4
  - AHR 160 - Refrigerant Certification 1
- Total Recommended Credits: 9**

#### Fall II

- AHR 115 - Refrigeration Systems 2
  - AHR 211 - Residential System Design 3
  - AHR 213 - HVACR Building Code 2
  - AHR 215 - Commercial HVAC Controls 2
  - ENG 111 - Writing and Inquiry 3
  - Humanities/Fine Arts (3 Credits): ART 111, HUM 110, HUM 115, or MUS 110
- Total Recommended Credits: 15**

#### Spring II

- AHR 140 - All-Weather Systems 2
  - AHR 212 - Advanced Comfort Systems 4
  - MAT 110 - Math Measurement & Literacy 3
  - Electives (1 Credit): AHR 180\*, AHR 250, SST 110, SST 120, WBL 111\*, or WBL 121
  - Social/Behavioral Sciences (3 Credits):  
ECO 251, PSY 150, SOC 210, or SOC 213
- Total Recommended Credits: 13**

#### Total Credits for AAS Degree: 68

#### Note:

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.

\*Recommended course

## Diploma

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

#### Major Courses

- AHR 110 - Intro to Refrigeration **5**
- AHR 112 - Heating Technology **4**
- AHR 113 - Comfort Cooling **4**
- AHR 114 - Heat Pump Technology **4**
- AHR 130 - HVAC Controls **3**
- AHR 133 - HVAC Servicing **4**
- AHR 160 - Refrigerant Certification **1**
- ISC 115 - Construction Safety **2**
- Electricity **3\***

Total: 30 Credit Hours

#### General Education Courses

- COM 120 - Intro Interpersonal Com **3**
- MAT 110 - Math Measurement & Literacy **3**

Total: 6 Credit Hours

Total Credits for Diploma: 36

#### \*Recommended Major Options

Electricity:

Take One:

- AHR 111 - HVACR Electricity **3**
- ELC 111 - Intro to Electricity **3**

Note:

Contact the program coordinator or department chair for specific requirements.

## Certificate

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

#### Program Courses

- AHR 110 - Intro to Refrigeration **5**
- AHR 112 - Heating Technology **4**
- AHR 113 - Comfort Cooling **4**
- Electricity **3\***

## Total Credits for Certificate: 16

#### \*Recommended Program Options

Electricity:

Take One:

- AHR 111 - HVACR Electricity **3**
- ELC 111 - Intro to Electricity **3**

Note:

Contact the program coordinator or department chair for specific requirements.

## CTE Pathway

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

#### Required Courses

- ACA 111 - College Student Success **1**
- AHR 110 - Intro to Refrigeration **5**
- AHR 111 - HVACR Electricity **3**
- AHR 112 - Heating Technology **4**
- AHR 113 - Comfort Cooling **4**

Total Credits for Pathway: 17

### Air Conditioning, Heating and Refrigeration Technology Pathway II (C35100H2)

#### Required Courses

- AHR 111 - HVACR Electricity **3**
- AHR 130 - HVAC Controls **3**
- AHR 151 - HVAC Duct Systems I **2**
- AHR 211 - Residential System Design **3**
- BPR 130 - Print Reading - Construction **3**
- EGR 125 - Appl Software for Tech **2**
- ISC 115 - Construction Safety **2**

Total Credits for Pathway: 18

## Architectural Technology

### Architectural Technology, AAS (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.

#### Fall I

- ARC 111 - Intro to Arch Technology **3**
- ARC 112 - Constr Matls & Methods **4**
- ARC 114 - Architectural CAD **2**
- ARC 264 - Digital Architecture **2**
- College Success (1 Credit): ACA 111 or ACA 122
- Humanities/Fine Arts (3 Credits): ART 111, HUM 110, HUM 115, HUM 140, MUS 110, PHI 240, or REL 110

**Total Recommended Credits: 15**

#### Spring I

- ARC 113 - Residential Arch Tech **3**
- ARC 131 - Building Codes **3**
- CST 241 - Planning/Estimating I **3**
- SST 140 - Green Bldg & Design Concepts **3**
- Math (3 Credits): MAT 121 or MAT 171

**Total Recommended Credits: 15**

#### Summer I

- ARC 240 - Site Planning **3**
- ARC 114A - Architectural CAD Lab **1**
- ARC 119 - Structural Drafting **3**
- ARC 211 - Light Constr Technology **3**

**Total Recommended Credits: 10**

#### Fall II

- ARC 225 - Architectural BIM I **2**
- ARC 225A - Architectural BIM I Lab **1**
- ARC 230 - Environmental Systems **4**
- ARC 231 - Arch Presentations **4**
- ENG 111 - Writing and Inquiry **3**
- Co-op Elective (1 Credit): CMT 210, WBL 111, or WBL 121

**Total Recommended Credits: 15**

#### Spring II

- ARC 213 - Design Project **4**
- CST 221 - Statics/Structures **4**
- ENG 112 - Writing/Research in the Disc **3**
- PSY 150 - General Psychology **3**

**Total Recommended Credits: 14**

### Total Credits for AAS Degree: 69

#### Note:

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.

### CTE Pathway

#### Architectural Technology Pathway Level I (C40100H2)

##### Program Courses

- ARC 111 - Intro to Arch Technology **3**
- ARC 112 - Constr Matls & Methods **4**
- ARC 113 - Residential Arch Tech **3**
- ARC 264 - Digital Architecture **2**
- SST 140 - Green Bldg & Design Concepts **3**

## **Total Credits for Pathway: 15**

### **Architectural Technology Pathway Level II (C40100H3)**

#### **Program Courses**

- ARC 111 - Intro to Arch Technology **3**
- ARC 112 - Constr Matls & Methods **4**
- ARC 113 - Residential Arch Tech **3**
- ARC 114 - Architectural CAD **2**
- ARC 114A - Architectural CAD Lab **1**
- ARC 131 - Building Codes **3**

## **Total Credits for Pathway: 16**

### **Automotive Light-Duty Diesel Technology**

#### **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.

## **Fall I**

- TRN 110 - Intro to Transport Tech **2**
- TRN 120 - Basic Transp Electricity **5**
- TRN 120A - Basic Transp Electrical Lab **1**
- Communication (3 Credits): COM 110, COM 120\*, COM 231, or ENG 111

**Total Recommended Credits: 11**

## **Spring I**

- AUT 163 - Adv Auto Electricity **3**
- AUT 163A - Adv Auto Electricity Lab **1**
- TRN 145 - Adv Transp Electronics **3**
- TRN 170 - Pc Skills for Transp **2**
- Math (3 Credits): MAT 110\*, MAT 121, MAT 143, or MAT 171

**Total Recommended Credits: 12**

## **Fall II**

- AUT 116 - Engine Repair **3**
- AUT 116A - Engine Repair Lab **1**
- LDD 112 - Intro Light-Duty Diesel **3**
- LDD 181 - Ldd Fuel Systems **4**

**Total Recommended Credits: 11**

## **Spring II**

- LDD 183 - Air, Exhaust, Emissions **4**
- LDD 284 - LDD Test and Diagnosis **3**

**Total Recommended Credits: 7**

## **Total Credits for Diploma: 41**

#### **Note:**

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.

\*Recommended courses

## Automotive Systems Technology

### Automotive Systems Technology, AAS (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.

#### Fall I

- AUT 151 - Brake Systems **3**
- AUT 151A - Brakes Systems Lab **1**
- TRN 110 - Intro to Transport Tech **2**
- TRN 120 - Basic Transp Electricity **5**
- TRN 120A - Basic Transp Electrical Lab **1**
- Communication (3 Credits): COM 110, COM 120\*, or COM 231
- College Success (1 Credit): ACA 111\* or ACA 122

**Total Recommended Credits: 16**

#### Spring I

- AUT 141 - Suspension & Steering Sys **3**
- AUT 141A - Suspension & Steering Lab **1**
- AUT 163 - Adv Auto Electricity **3**
- AUT 163A - Adv Auto Electricity Lab **1**

- TRN 170 - Pc Skills for Transp **2**
- Math (3 Credits): MAT 110\*, MAT 121, MAT 143, or MAT 171

**Total Recommended Credits: 13**

#### Summer I

- AUT 231 - Man Trans/Axles/Dtrains **3**
  - ENG 111 - Writing and Inquiry **3**
  - TRN 140 - Transp Climate Control **2**
  - TRN 140A - Transp Climate Cont Lab **2**
- Total Recommended Credits: 10**

#### Fall II

- AUT 116 - Engine Repair **3**
  - AUT 116A - Engine Repair Lab **1**
  - AUT 181 - Engine Performance **3**
  - AUT 181A - Engine Performance 1 Lab **1**
  - TRN 145 - Adv Transp Electronics **3**
  - Social/Behavioral Sciences (3 Credits): PSY 150, SOC 210, or SOC 213\*
- Total Recommended Credits: 14**

#### Spring II

- AUT 183 - Engine Performance **4**
  - AUT 221 - Auto Transm/Transaxles **3**
  - AUT 221A - Auto Transm/Transax Lab **1**
  - AUT 281 - Adv Engine Performance **3**
  - Humanities/Fine Arts (3 Credits): ART 111, HUM 110\*, HUM 115, or MUS 110
- Total Recommended Credits: 14**

**Total Credits for AAS Degree: 67**

#### Note:

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.

\*Recommended course

## Diploma

### Automotive Systems Technology Diploma (D6016001)

#### Major Courses

- AUT 141 - Suspension & Steering Sys 3
- AUT 151 - Brake Systems 3
- AUT 163 - Adv Auto Electricity 3
- AUT 181 - Engine Performance 3
- TRN 110 - Intro to Transport Tech 2
- TRN 120 - Basic Transp Electricity 5
- TRN 140 - Transp Climate Control 2
- Major Requirements 18 \*

Total: 39 Credit Hours

#### General Education Courses

- Communication 3 \*
- Math 3 \*

Total: 6 Credit Hours

#### Other Required Courses

- Other Requirement 1 \*

Total: 1 Credit Hour

### Total Credits for Diploma: 46

\*Recommended Elective & General Education  
Options

#### Major Requirements:

Take 18 credits:

- AUT 114 - Safety and Emissions 2
- AUT 116 - Engine Repair 3
- AUT 116A - Engine Repair Lab 1
- AUT 141A - Suspension & Steering Lab 1
- AUT 151A - Brakes Systems Lab 1
- AUT 163A - Adv Auto Electricity Lab 1
- AUT 181A - Engine Performance 1 Lab 1
- AUT 183 - Engine Performance 4
- AUT 221 - Auto Transm/Transaxles 3
- AUT 221A - Auto Transm/Transax Lab 1

- AUT 231 - Man Trans/Axles/Dtrains 3
- AUT 281 - Adv Engine Performance 3
- TRN 120A - Basic Transp Electrical Lab 1
- TRN 140A - Transp Climate Cont Lab 2
- TRN 145 - Adv Transp Electronics 3
- TRN 170 - Pc Skills for Transp 2

#### Communication:

Take One:

- COM 110 - Introduction to Communication 3
- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- ENG 111 - Writing and Inquiry 3

#### Math:

Take One:

- MAT 110 - Math Measurement & Literacy 3
- MAT 121 - Algebra/Trigonometry I 3
- MAT 143 - Quantitative Literacy 3
- MAT 171 - Precalculus Algebra 4

#### Other Requirement:

Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

#### Note:

Contact program coordinator or department chair for  
specific requirements.

## Certificate

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

#### Program Courses

- AUT 141 - Suspension & Steering Sys 3
- AUT 141A - Suspension & Steering Lab 1
- AUT 151 - Brake Systems 3
- AUT 151A - Brakes Systems Lab 1
- TRN 110 - Intro to Transport Tech 2
- TRN 120 - Basic Transp Electricity 5
- TRN 120A - Basic Transp Electrical Lab 1
- TRN 170 - Pc Skills for Transp 2

**Total Credits for Certificate: 18**

Note:

Contact program coordinator or department chair for specific requirements.

## **CTE Pathway**

### **Automotive Systems Technology Pathway Level I (C60160H1)**

#### **Required Courses**

- AUT 141 - Suspension & Steering Sys **3**
- AUT 141A - Suspension & Steering Lab **1**
- AUT 151 - Brake Systems **3**
- AUT 151A - Brakes Systems Lab **1**
- TRN 110 - Intro to Transport Tech **2**
- TRN 120 - Basic Transp Electricity **5**
- TRN 120A - Basic Transp Electrical Lab **1**
- TRN 170 - Pc Skills for Transp **2**

**Total Credits for Pathway: 18**

### **Automotive Systems Technology Pathway Level II (C60160H2)**

#### **Required Courses**

- AUT 114 - Safety and Emissions **2**
- AUT 141 - Suspension & Steering Sys **3**
- AUT 163 - Adv Auto Electricity **3**
- AUT 163A - Adv Auto Electricity Lab **1**
- TRN 110 - Intro to Transport Tech **2**
- TRN 120 - Basic Transp Electricity **5**
- TRN 170 - Pc Skills for Transp **2**

**Total Credits for Pathway: 18**

## **Building Construction Technology**

### **Building Construction Technology, AAS (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.

#### **Fall I**

- BPR 130 - Print Reading - Construction **3**
- CAR 110 - Introduction to Carpentry **2**
- CAR 111 - Carpentry I **8**
- College Success (1 Credit):  
ACA 111 or ACA 122

**Total Recommended Credits: 14**

#### **Spring I**

- ARC 131 - Building Codes **3**
- CAR 112 - Carpentry II **8**
- COM 231 - Public Speaking **3**
- Natural Sciences/Math (3 Credits):  
MAT 121, MAT 171\*, or PHY 151\*

**Total Recommended Credits: 17**

#### **Summer I**

- CAR 113 - Carpentry III **6**
- Total Recommended Credits: 6**

#### **Fall II**

- CST 241 - Planning/Estimating I **3**
  - ENG 111 - Writing and Inquiry **3**
  - Engineering Elective (3 Credits): See below\*
  - Humanities/Fine Arts (3 Credits):  
ART 111, HUM 115, HUM 140,  
MUS 110, or PHI 240
  - Social/Behavioral Sciences (3 Credits):  
ECO 251, PSY 150, SOC 210, or SOC 213
- Total Recommended Credits: 15**

Spring II

- CST 131 - OSHA/Safety/Certification **3**
- CST 221 - Statics/Structures **4**
- SST 140 - Green Bldg & Design Concepts **3**
- Engineering Elective (3 Credits): See below\*

**Total Recommended Credits: 13**

**Total Credits for AAS Degree: 65**

Note:

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.

\*For students planning to transfer to ECU for their bachelor's degree in Construction Management, PCC offers a 2+2 instructional agreement where the student can transfer into ECU as a junior, once they complete the AAS degree in Building Construction Management. Students must complete MAT 171 and PHY 151 to qualify.

\*Engineering Elective options (6 total credits required): CMT 210, CMT 214, CST 211, DFT 151

## Diploma

### Residential Carpentry Diploma (D3514001)

Major Courses

- ARC 131 - Building Codes **3**
- BPR 130 - Print Reading - Construction **3**
- CAR 110 - Introduction to Carpentry **2**
- CAR 111 - Carpentry I **8**
- CAR 112 - Carpentry II **8**
- CAR 113 - Carpentry III **6**
- CST 241 - Planning/Estimating I **3**

Total: 33 Credit Hours

General Education Courses

- ENG 111 - Writing and Inquiry **3**
- MAT 121 - Algebra/Trigonometry I **3**

Total: 6 Credit Hours

Other Required Courses

- Other Requirement **1 \***

Total: 1 Credit Hour

**Total Credits for Diploma: 40**

\*Recommended Other Requirement Options

Other Requirement:

Take One:

- ACA 111 - College Student Success **1**
- ACA 122 - College Transfer Success **1**

Note:

Contact the program coordinator or department chair for specific requirements.

## Certificate

### Framing Certificate (C3514001)

Program Courses

- BPR 130 - Print Reading - Construction **3**
- CAR 110 - Introduction to Carpentry **2**
- CAR 111 - Carpentry I **8**

**Total Credits for Certificate: 13**

Note:

Contact the program coordinator or department chair for specific requirements.

### Intro to Building Code Inspections (C351401)

Program Courses

- ARC 112 - Constr Matls & Methods **4**
- ARC 131 - Building Codes **3**
- BPR 130 - Print Reading - Construction **3**
- CIS 110 - Introduction to Computers **3**
- CST 131 - OSHA/Safety/Certification **3**
- WBL 111 - Work-Based Learning I **1**

**Total Credits for Certificate: 17**

Note:

Contact the program coordinator or department chair for specific requirements.

## **CTE Pathway**

### **Building Construction Technology Pathway (C35140H1)**

#### **Required Courses**

- ARC 112 - Constr Matls & Methods **4**
- BPR 130 - Print Reading - Construction **3**
- CMT 210 - Construction Management Fund **3**
- CST 241 - Planning/Estimating I **3**
- SST 140 - Green Bldg & Design Concepts **3**

**Total Credits for Pathway: 16**

## **Electrical Systems Technology**

### **Electrical Systems Technology, AAS (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.

#### **Fall I**

- ACA 111 - College Student Success **1**
- ELC 113 - Residential Wiring **4**
- ELC 118 - National Electrical Code **2**
- ISC 115 - Construction Safety **2**
- DC/AC (5 Credits): ELC 112 OR ELC 131 and ELC 131A

**Total Recommended Credits: 14**

#### **Spring I**

- BPR 130 - Print Reading - Construction **3**
- ELC 114 - Commercial Wiring **4**

- ELC 117 - Motors and Controls **4**
  - Humanities/Fine Arts (3 Credits):  
ART 111, HUM 115, MUS 110, REL 110, REL 211, or REL 212
  - Math (3 Credits): MAT 110 or MAT 143
- Total Recommended Credits: 17**

#### **Summer I**

- ELC 115 - Industrial Wiring **4**
  - ELC 119 - NEC Calculations **2**
  - ELC 121 - Electrical Estimating **2**
- Total Recommended Credits: 8**

#### **Fall II**

- ENG 111 - Writing and Inquiry **3**
  - ELC 128 - Intro to PLC **3**
  - ELC 213 - Instrumentation **4**
  - MEC 130 - Mechanisms **3**
  - Social/Behavioral Sciences (3 Credits):  
ECO 251, PSY 150, SOC 210, SOC 213, or SOC 225
- Total Recommended Credits: 16**

#### **Spring II**

- ELC 220 - Photovoltaic Sys Tech **3**
  - ELC 228 - PLC Applications **4**
  - HYD 110 - Hydraulics/Pneumatics I **3**
  - Communication (3 Credits): COM 110, COM 120, COM 231, or ENG 112
- Total Recommended Credits: 13**

**Total Credits for AAS Degree: 68**

#### **Notes:**

Please note that this is a possible semester-by-semester course of study. Any developmental courses for math or English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

## Diploma

### Electrical Systems Technology Diploma (D3513001)

#### Fall I

- ACA 111 - College Student Success 1
- ELC 113 - Residential Wiring 4
- ELC 118 - National Electrical Code 2
- DC/AC (5 Credits): ELC 112 OR ELC 131 and ELC 131A
- Safety Elective (2 Credits): ISC 115 or ISC 121

**Total Recommended Hours: 14**

#### Spring I

- BPR 130 - Print Reading - Construction 3
- ELC 114 - Commercial Wiring 4
- ELC 117 - Motors and Controls 4
- GenEd Elective (3 Credits): COM 120, MAT 110, MAT 143, or PSY 150

**Total Recommended Hours: 14**

#### Summer I

- ELC 115 - Industrial Wiring 4
- ELC 119 - NEC Calculations 2

**Total Recommended Hours: 6**

#### Fall II

- ENG 111 - Writing and Inquiry 3

**Total Recommended Hours: 3**

**Total Credits for Diploma: 37**

#### Note:

Contact the program coordinator or department chair for specific requirements.

## Certificate

### Basic Wiring Certificate (C3513001)

#### Program Courses

- ELC 113 - Residential Wiring 4
- ELC 114 - Commercial Wiring 4
- DC/AC 4 \*
- Elective 2 \*

**Total Credits for Certificate: 14**

#### \*Recommended Elective Options

#### DC/AC:

#### Take One:

- ELC 112 - DC/AC Electricity 5
- ELC 131 - Circuit Analysis I 4

#### Elective:

#### Take One:

- ELC 118 - National Electrical Code 2
- ELC 119 - NEC Calculations 2

#### Note:

Contact the program coordinator or department chair for specific requirements.

### Commercial Wiring Certificate (C3513005)

#### Program Courses

- BPR 130 - Print Reading - Construction 3
- ELC 113 - Residential Wiring 4
- ELC 114 - Commercial Wiring 4
- ELC 118 - National Electrical Code 2

**Total Credits for Certificate: 13**

#### Note:

Contact the program coordinator or department chair for specific requirements.

### Controls Systems Certificate (C3513007)

#### Program Courses

- ELC 117 - Motors and Controls 4
- ELC 213 - Instrumentation 4
- HYD 110 - Hydraulics/Pneumatics I 3
- MEC 130 - Mechanisms 3

**Total Credits for Certificate: 14**

#### Note:

Contact the program coordinator or department chair for specific requirements.

### **Industrial Controls Certificate (C3513003)**

#### **Program Courses**

- ELC 117 - Motors and Controls **4**
- ELC 121 - Electrical Estimating **2**
- ELC 128 - Intro to PLC **3**
- DC/AC **4 \***

**Total Credits for Certificate: 13**

\*Recommended Elective Options

DC/AC:

Take One:

- ELC 112 - DC/AC Electricity **5**
- ELC 131 - Circuit Analysis I **4**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Industrial Wiring Certificate (C3513006)**

#### **Program Courses**

- ELC 112 - DC/AC Electricity **5**
- ELC 117 - Motors and Controls **4**
- ELC 121 - Electrical Estimating **2**
- ISC 115 - Construction Safety **2**

**Total Credits for Certificate: 13**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Intermediate Electrical Certificate (C3513009)**

#### **Program Courses**

- BPR 130 - Print Reading - Construction **3**
- ELC 114 - Commercial Wiring **4**
- ELC 117 - Motors and Controls **4**
- ISC 115 - Construction Safety **2**

**Total Credits for Certificate: 13**

Note:

Contact program coordinator or department chair for specific requirements.

### **Introduction to Electrical Certificate (C3513008)**

#### **Program Courses**

- ELC 112 - DC/AC Electricity **5**
- ELC 113 - Residential Wiring **4**
- ELC 118 - National Electrical Code **2**
- ISC 115 - Construction Safety **2**

**Total Credits for Certificate: 13**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Introduction to Industry (C3513010)**

#### **Program Courses**

- ELC 117 - Motors and Controls **4**
- ELC 128 - Intro to PLC **3**
- ELC 213 - Instrumentation **4**
- MEC 130 - Mechanisms **3**

**Total Credits for Certificate: 14**

Note:

Contact program coordinator or department chair for specific requirements.

### **Photovoltaic Systems Certificate (C3513004)**

#### **Program Courses**

- ELC 114 - Commercial Wiring **4**
- ELC 220 - Photovoltaic Sys Tech **3**
- DC/AC **4 \***
- Elective **2 \***

**Total Credits for Certificate: 13**

\*Recommended Elective Options

DC/AC:

Take One:

- ELC 112 - DC/AC Electricity **5**
- ELC 131 - Circuit Analysis I **4**

Elective:  
Take One:

- ELC 118 - National Electrical Code **2**
- ELC 119 - NEC Calculations **2**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Programmable Logic Controller Certificate (C3513002)**

Program Courses

- ELC 128 - Intro to PLC **3**
- ELC 228 - PLC Applications **4**
- DC/AC **4 \***
- ELC 213 - Instrumentation **4**

**Total Credits for Certificate: 15**

\*Recommended Elective Options:

DC/AC:  
Take One:

- ELC 112 - DC/AC Electricity **5**
- ELC 131 - Circuit Analysis I **4**

Note:

Contact the program coordinator or department chair for specific requirements.

### **CTE Pathway**

#### **Electrical Systems Technology Pathway - Commercial Wiring (PCS Technical) (C35130H5)**

Program Courses

- BPR 130 - Print Reading - Construction **3**
- ELC 113 - Residential Wiring **4**
- ELC 114 - Commercial Wiring **4**
- ELC 118 - National Electrical Code **2**

**Total Credits for Pathway: 13**

#### **Electrical Systems Technology Pathway - Controls Systems (PCS Technical) (C35130H7)**

Program Courses

- ELC 117 - Motors and Controls **4**
- ELC 213 - Instrumentation **4**
- HYD 110 - Hydraulics/Pneumatics I **3**
- MEC 130 - Mechanisms **3**

**Total Credits for Pathway: 14**

#### **Electrical Systems Technology Pathway - Industrial Wiring (PCS Technical) (C35130H6)**

Program Courses

- ELC 112 - DC/AC Electricity **5**
- ELC 117 - Motors and Controls **4**
- ELC 121 - Electrical Estimating **2**
- ISC 115 - Construction Safety **2**

**Total Credits for Pathway: 13**

### **Electronics Engineering Technology**

#### **Electronics Engineering Technology, AAS (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.

#### Fall I

- ACA 111 - College Student Success 1
  - CET 111 - Computer Upgrade/Repair I 3
  - ELC 131 - Circuit Analysis I 4
  - ELN 133 - Digital Electronics 4
- Total Recommended Credits: 12**

#### Spring I

- CET 211 - Computer Upgrade/Repair II 3
  - ELN 131 - Analog Electronics I 4
  - ELN 232 - Intro to Microprocessors 4
  - Math (3 Credits): MAT 121\* or MAT 171
- Total Recommended Credits: 14**

#### Summer I

- EGR 125 - Appl Software for Tech 2
  - ELN 132 - Analog Electronics II 4
  - ENG 111 - Writing and Inquiry 3
  - Co-op Electives (4 Credits): BMT 111, ELN 275, WBL 112
- Total Recommended Credits: 13**

#### Fall II

- ELC 128 - Intro to PLC 3
  - ELN 234 - Communication Systems 4
  - Communication (3 Credits): COM 231 or ENG 112
  - Electives (4 Credits): ATR 281\* or PHY 131
- Total Recommended Credits: 14**

#### Spring II

- ATR 218 - Work Cell Integration 3 \*
  - BMT 112 - Hospital Safety Standards 3 \*
  - ELC 228 - PLC Applications 4 \*
  - Humanities/Fine Arts (3 Credits): HUM 115 or PHI 240
  - Social/Behavioral Sciences (3 Credits): PSY 150 or SOC 210
- Total Recommended Credits: 16**

### Total Credits for AAS Degree: 69

#### Note:

Students should seek advice from the coordinator if interested in an internship in the summer term of the program.

Students interested in transferring to ECU's Bachelor Degree in Industrial Technology should consult with the Department Chair for more details within the first year of this program to understand the process.

Elective options (14 total credits required): ATR 218\*, ATR 281\*, BMT 112\*, ELC 228\*, MAT 122, PHY 131. \*preferred options

### Certificate

#### Automation Technology Certificate (C4020004)

##### Program Courses

- ATR 218 - Work Cell Integration 3
- ELC 128 - Intro to PLC 3
- ELC 228 - PLC Applications 4
- Elective 3 \*

#### Total Credits for Certificate: 13

##### \*Recommended Elective Options

#### Elective:

#### Take One:

- ELC 111 - Intro to Electricity 3
- ELC 112 - DC/AC Electricity 5
- ELC 131 - Circuit Analysis I 4

#### Note:

Contact the program coordinator or department chair for specific requirements.

#### Basic Electronics Certificate (C4020001)

##### Program Courses

- ELC 131 - Circuit Analysis I 4
- ELN 131 - Analog Electronics I 4
- ELN 133 - Digital Electronics 4

#### Total Credits for Certificate: 12

Note:

Contact the program coordinator or department chair for specific requirements.

### **Biomedical Electronics Certificate (C4020005)**

#### **Program Courses**

- BMT 111 - Intro to Biomed Field 2
- BMT 112 - Hospital Safety Standards 3
- ELC 131 - Circuit Analysis I 4
- ELN 131 - Analog Electronics I 4

**Total Credits for Certificate: 13**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Computer Technology Certificate (C4020003)**

#### **Program Courses**

- CET 111 - Computer Upgrade/Repair I 3
- CET 211 - Computer Upgrade/Repair II 3
- ELN 131 - Analog Electronics I 4
- ELN 133 - Digital Electronics 4
- Elective 3 \*

**Total Credits for Certificate: 17**

#### **\*Recommended Elective Options**

Elective:

Take One:

- ELC 111 - Intro to Electricity 3
- ELC 112 - DC/AC Electricity 5
- ELC 131 - Circuit Analysis I 4

Note:

Contact the program coordinator or department chair for specific requirements.

### **Horticulture Technology**

#### **Horticulture Technology, AAS (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.

#### **Fall I**

- HOR 160 - Plant Materials I 3
- HOR 162 - Applied Plant Science 3
- HOR 166 - Soils & Fertilizers 3
- LSG 121 - Fall Gardening Lab 2
- MAT 110 - Math Measurement & Literacy 3
- TRF 110 - Intro Turfgrass Cult & ID 4

**Total Recommended Hours: 18**

#### **Spring I**

- ACA 111 - College Student Success 1
- ENG 111 - Writing and Inquiry 3
- HOR 116 - Landscape Management I 3
- HOR 134 - Greenhouse Operations 3
- LSG 122 - Spring Gardening Lab 2
- Communication (3 Credits): COM 120 or COM 231
- Social/Behavioral Sciences (3 Credits): SOC 210 or SOC 213

**Total Recommended Hours: 17**

#### **Summer I**

- HOR 164 - Hort Pest Management 3
- WBL 112 - Work-Based Learning I 2

**Total Recommended Hours: 5**

## Fall II

- HOR 112 - Landscape Design I 3
  - HOR 114 - Landscape Construction 3
  - HOR 168 - Plant Propagation 3
  - HUM 115 - Critical Thinking 3
  - SPA 111 - Elementary Spanish I 3
- Total Recommended Hours: 15**

## Spring II

- BUS 110 - Introduction to Business 3
  - HOR 273 - Hor Mgmt & Marketing 3
  - TRF 120 - Turfgrass Irrigat & Design 4
- Total Recommended Hours: 13**

**Total Credits for AAS Degree: 68**

## Note:

*Please note that this is a possible semester-by-semester course of study. Any developmental courses for math or English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.*

**Diploma****Turfgrass Diploma (D1524001)**

## Fall I

- HOR 160 - Plant Materials I 3
  - HOR 166 - Soils & Fertilizers 3
  - MAT 110 - Math Measurement & Literacy 3
  - TRF 110 - Intro Turfgrass Cult & ID 4
- Total Recommended Hours: 13**

## Spring I

- ACA 111 - College Student Success 1
  - HOR 116 - Landscape Management I 3
  - TRF 220 - Turfgrass Calculations 2
  - Communication (3 Credits):  
COM 120 or COM 231
- Total Recommended Hours: 9**

## Summer I

- HOR 164 - Hort Pest Management 3
  - TRF 210 - Turfgrass Eqmt Mgmt 3
- Total Recommended Hours: 6**

## Fall II

- HOR 112 - Landscape Design I 3
  - TRF 230 - Turfgrass Mgmt Apps 2
- Total Recommended Hours: 5**

## Spring II

- TRF 120 - Turfgrass Irrigat & Design 4
  - TRF 260 - Adv Turfgrass Mgmt 4
- Total Recommended Hours: 8**

**Total Credits for Diploma: 41**

## Note:

Contact the program coordinator or department chair for specific requirements.

**CTE Pathway****Horticulture Technology Pathway (C15240H1)**

## Required Courses

- HOR 116 - Landscape Management I 3
- HOR 160 - Plant Materials I 3
- HOR 162 - Applied Plant Science 3
- HOR 164 - Hort Pest Management 3
- HOR 168 - Plant Propagation 3

**Total Credits for Pathway: 15****Industrial Management Technology****Industrial Management Technology, AAS (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

#### Fall I

- ENG 111 - Writing and Inquiry **3**
- ISC 135 - Principles of Industrial Mgmt **4**
- MEC 161 - Manufacturing Processes I **3**
- Business Elective (3 Credits): BUS 153 or BUS 217
- Other Requirement (1 Credit):  
ACA 111 or ACA 122

**Total Recommended Hours: 14**

#### Spring I

- ACC 120 - Prin of Financial Accounting **4**
- BUS 235 - Performance Management **3**
- ISC 132 - Mfg Quality Control **3**
- Communication (3 Credits): COM 120, COM 231, or ENG 112

**Total Recommended Hours: 13**

#### Summer I

- ISC 136 - Productivity Analysis I **3**
- ISC 140 - Detailed Sched. /Planning **3**
- ISC 170 - Problem-Solving Skills **3**
- Computer Skills Elective (2 Credits):  
CIS 110, CIS 111, or EGR 125\*
- Safety Elective (2 Credits): ISC 112 or ISC 121\*

**Total Recommended Hours: 13**

#### Fall II

- ISC 131 - Quality Management **3**
- ISC 243 - Prod & Oper Management I **3**
- Drafting (2 Credits): BPR 111\*, DFT 111, DFT 151, or EGR 120
- Math (3 Credits): MAT 121, MAT 143, MAT 152, or MAT 171
- Social/Behavioral Sciences (3 Credits):  
PSY 150, SOC 210, or SOC 213

**Total Recommended Hours: 14**

#### Spring II

- ISC 221 - Statistical Qual Control **3**
- ISC 233 - Industrial Org & Mgmt **3**
- Humanites/Fine Arts (3 Credits):  
ENG 231, ENG 232, ENG 241, ENG 242, HUM 110, HUM 115, HUM 120, or PHI 240
- Electives (3 Credits): BPM 110, OMT 222\*, PTC 110, SPA 111, or WBL 111 and WBL 112

**Total Recommended Hours: 12**

#### Total Credits for AAS Degree: 66

##### Note:

Students interested in transferring to ECU's Bachelor Degree in Industrial Technology should consult with the Department Chair for more details within the first year of this program to understand the process.

+OSHA 30-HR Card is only available by taking the traditional class.

*This program may be completed 100% online, with the exception of BPM 110 in the Bio-Management Practices Certificate (C5026002).*

#### Certificate

##### Bio-Management Practices Certificate (C5026002)

##### Program Courses

- BPM 110 - Bioprocess Practices **5**
- ISC 132 - Mfg Quality Control **3**
- ISC 135 - Principles of Industrial Mgmt **4**
- PTC 110 - Industrial Environment **3**
- Safety Elective (2 Credits): ISC 112 or ISC 121\*

**Total Credits for Certificate: 17****Note:**

Contact the program coordinator or department chair for specific requirements.

+OSHA 30-HR Card is only available by taking the traditional class.

**Front-Line Supervisor Certificate (C5026005)****Program Courses**

- BUS 153 - Human Resource Management **3**
- BUS 235 - Performance Management **3**
- HUM 115 - Critical Thinking **3 \***
- ISC 135 - Principles of Industrial Mgmt **4**
- ISC 170 - Problem-Solving Skills **3**

**Total Credits for Certificate: 16****Note:**

Contact the program coordinator or department chair for specific requirements.

**Principles of Lean Manufacturing Certificate (C5026001)****Program Courses**

- ISC 135 - Principles of Industrial Mgmt **4**
- ISC 136 - Productivity Analysis I **3**
- ISC 140 - Detailed Sched. /Planning **3**
- ISC 233 - Industrial Org & Mgmt **3**

**Total Credits for Certificate: 13****Note:**

Contact the program coordinator or department chair for specific requirements.

**Principles of Project Management Certificate (C5026006)****Program Courses**

- ISC 112 - Industrial Safety **2**
- ISC 170 - Problem-Solving Skills **3**
- ISC 243 - Prod & Oper Management I **3**
- MEC 161 - Manufacturing Processes I **3**
- OMT 222 - Project Management **3**

**Total Credits for Certificate: 14****Note:**

Contact the program coordinator or department chair for specific requirements.

**Principles of Supplier Quality Certificate (C5026003)****Program Courses**

- BPR 111 - Print Reading **2**
- BUS 153 - Human Resource Management **3**
- ISC 131 - Quality Management **3**
- ISC 221 - Statistical Qual Control **3**
- MEC 161 - Manufacturing Processes I **3**

**Total Credits for Certificate: 14****Note:**

Contact the program coordinator or department chair for specific requirements.

**Problem-Solving Certificate (C5026004)****Program Courses**

- ISC 132 - Mfg Quality Control **3**
- ISC 135 - Principles of Industrial Mgmt **4**
- ISC 136 - Productivity Analysis I **3**
- ISC 170 - Problem-Solving Skills **3**
- Safety Elective **2 \***

**Total Credits for Certificate: 15****\*Recommended Elective Options****Safety Elective:****Take One:**

- ISC 112 - Industrial Safety **2**
- ISC 121 - Envir Health & Safety **3**

**Note:**

Contact the program coordinator or department chair for specific requirements.

## Industrial Systems Technology

### Industrial Systems Technology, AAS (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.

#### Fall I

- ACA 111 - College Student Success 1
- BPR 111 - Print Reading 2
- EGR 125 - Appl Software for Tech 2
- ENG 111 - Writing and Inquiry 3
- MNT 110 - Intro to Maint Procedures 2
- Electricity (3 Credits): ELC 111\*, ELC 112, or ELC 131

**Total Recommended Hours: 13**

#### Spring I

- BPR 121 - Blueprint Reading - Mech 2
- MNT 150 - Basic Building Maintenance 2
- MNT 220 - Rigging and Moving 2
- Machining (3 Credits): MEC 111 or MAC 141
- Math (3 Credits): MAT 110\*, MAT 121, or MAT 171
- Safety (2 Credits): ISC 112 or ISC 121\*

**Total Recommended Hours: 14**

#### Summer I

- BPM 110 - Bioprocess Practices 5
- ELC 115 - Industrial Wiring 4

- MNT 160 - Industrial Fabrication 2
- Humanities/Fine Arts (3 Credits): HUM 110 or HUM 115

**Total Recommended Hours: 14**

#### Fall II

- ELC 117 - Motors and Controls 4
- ELC 128 - Intro to PLC 3
- MNT 240 - Industrial Equip Troubleshoot 2
- MNT 270 - Bioprocess Equip Maint 2
- Welding (2 Credits): WLD 112\*, WLD 115, WLD 121, or WLD 131

**Total Recommended Hours: 13**

#### Spring II

- ELC 228 - PLC Applications 4
- HYD 110 - Hydraulics/Pneumatics I 3
- PTC 110 - Industrial Environment 3
- Communication (3 Credits): ENG 112, COM 110, or COM 231
- Social/Behavioral Sciences (3 Credits): PSY 150, SOC 210, or SOC 213

**Total Recommended Hours: 16**

### Total Credits for AAS Degree: 70

#### Note:

Students should seek advice from coordinator if interested in internships in the second year of the program.

Students interested in transferring to ECU's Bachelor Degree in Industrial Technology should consult with the Department Chair for more details within the first year of this program to understand the process.

*+OSHA 30-HR Card is only available by taking the traditional class.*

\*preferred option

## Diploma

### Industrial Maintenance Diploma (D5024001)

#### Major Courses

- BPR 111 - Print Reading 2
- ELC 117 - Motors and Controls 4
- HYD 110 - Hydraulics/Pneumatics I 3
- MNT 110 - Intro to Maint Procedures 2
- MNT 150 - Basic Building Maintenance 2
- MNT 220 - Rigging and Moving 2
- MNT 270 - Bioprocess Equip Maint 2
- PTC 110 - Industrial Environment 3
- WLD 112 - Basic Welding Processes 2
- Concentration Elective 3 \*
- Electricity 3 \*
- Safety 2 \*

**Total: 30 Credit Hours**

#### General Education Courses

- ENG 111 - Writing and Inquiry 3
- Math 3 \*

Total: 6 Credit Hours

#### Other Required Courses

- ACA 111 - College Student Success 1

Total: 1 Credit Hours

**Total Credits for Diploma: 37**

\*Recommended Elective & General Education Options

Concentration Elective:  
Take One:

- MEC 111 - Machine Processes I 3
- MAC 141 - Machining Applications I 4

Electricity:  
Take One:

- ELC 111 - Intro to Electricity 3
- ELC 112 - DC/AC Electricity 5
- ELC 131 - Circuit Analysis I 4

Safety:  
Take One:

- ISC 112 - Industrial Safety 2
- ISC 121 - Envir Health & Safety 3

Math:  
Take One:

- MAT 110 - Math Measurement & Literacy 3
- MAT 121 - Algebra/Trigonometry I 3
- MAT 171 - Precalculus Algebra 4

Note:  
Contact the program coordinator or department chair for specific requirements.

## Certificate

### Basic Mechanical Maintenance Certificate (C5024001)

#### Program Courses

- BPR 111 - Print Reading 2
- HYD 110 - Hydraulics/Pneumatics I 3
- MNT 110 - Intro to Maint Procedures 2
- Machining Elective 3 \*
- Safety 2 \*
- Welding 2 \*

**Total Credits for Certificate: 14**

\*Recommended Electives Options

Machining Elective:  
Take One:

- MEC 111 - Machine Processes I 3
- MAC 141 - Machining Applications I 4

Safety:  
Take One:

- ISC 112 - Industrial Safety 2
- ISC 121 - Envir Health & Safety 3

Welding:  
Take One:

- WLD 112 - Basic Welding Processes 2
- WLD 115 - SMAW (Stick) Plate 5

- WLD 121 - GMAW (MIG) FCAW/Plate 4
- WLD 131 - GTAW (TIG) Plate 4

Note:

Contact the program coordinator or department chair for specific requirements.

### **Bio-Maintenance Certificate (C5024002)**

#### **Program Courses**

- BPM 110 - Bioprocess Practices 5
- BPR 111 - Print Reading 2
- MNT 110 - Intro to Maint Procedures 2
- MNT 270 - Bioprocess Equip Maint 2
- PTC 110 - Industrial Environment 3
- Safety (2 Credits): ISC 112 or ISC 121\*

**Total Credits for Certificate: 16**

Note:

Contact the program coordinator or department chair for specific requirements.

+OSHA 30-HR Card is only available by taking the traditional class.

### **Facilities Maintenance Certificate (C5024003)**

#### **Program Courses**

- BPR 111 - Print Reading 2
- HYD 110 - Hydraulics/Pneumatics I 3
- MNT 150 - Basic Building Maintenance 2
- Electricity 3 \*
- Safety 2 \*

**Total Credits for Certificate: 12**

\*Recommended Elective Options

Electricity:

Take One:

- ELC 111 - Intro to Electricity 3
- ELC 112 - DC/AC Electricity 5
- ELC 131 - Circuit Analysis I 4

Safety:

Take One:

- ISC 112 - Industrial Safety 2
- ISC 121 - Envir Health & Safety 3

Note:

Contact the program coordinator or department chair for specific requirements.

### **Industrial Systems Technology Level I Certificate (C5024004)**

#### **Required Courses**

- BPR 111 - Print Reading 2
- EGR 125 - Appl Software for Tech 2
- MNT 110 - Intro to Maint Procedures 2
- MNT 150 - Basic Building Maintenance 2
- Safety 2 \*
- Welding 2 \*

**Total Credits for Certificate: 12**

\*Recommended Elective Options

Safety:

Take One:

- ISC 112 - Industrial Safety 2
- ISC 121 - Envir Health & Safety 3

Welding:

Take One:

- WLD 112 - Basic Welding Processes 2
- WLD 115 - SMAW (Stick) Plate 5
- WLD 121 - GMAW (MIG) FCAW/Plate 4
- WLD 131 - GTAW (TIG) Plate 4

Note:

Contact the program coordinator or department chair for specific requirements.

## **Industrial Systems Technology Level II Certificate (C5024005)**

### **Required Courses**

- BPR 111 - Print Reading 2
- BPR 121 - Blueprint Reading - Mech 2
- HYD 110 - Hydraulics/Pneumatics I 3
- Electricity 3 \*
- Machining Elective 3 \*

**Total Credits for Certificate: 13**

### **\*Recommended Elective Options**

#### **Electricity:**

##### **Take One:**

- ELC 111 - Intro to Electricity 3
- ELC 112 - DC/AC Electricity 5
- ELC 131 - Circuit Analysis I 4

#### **Machining Elective:**

##### **Take One:**

- MEC 111 - Machine Processes I 3
- MAC 141 - Machining Applications I 4

#### **Note:**

Contact the program coordinator or department chair for specific requirements.

### **CTE Pathway**

## **Industrial Systems Technology Pathway (C50240H1)**

### **Required Courses**

- BPR 111 - Print Reading 2
- HYD 110 - Hydraulics/Pneumatics I 3
- MEC 111 - Machine Processes I 3
- MNT 110 - Intro to Maint Procedures 2
- WLD 121 - GMAW (MIG) FCAW/Plate 4

**Total Credits for Pathway: 14**

## **Industrial Systems Technology Pathway (Pre-Apprenticeship) (C50240H2)**

### **Required Courses**

- ELC 111 - Intro to Electricity 3
- HYD 110 - Hydraulics/Pneumatics I 3
- ISC 121 - Envir Health & Safety 3
- MEC 111 - Machine Processes I 3

**Total Credits for Pathway: 12**

## **Industrial Systems Technology Pathway Level I (PCS Technical) (C50240H3)**

### **Required Courses**

- BPR 111 - Print Reading 2
- EGR 125 - Appl Software for Tech 2
- ISC 121 - Envir Health & Safety 3
- MNT 110 - Intro to Maint Procedures 2
- MNT 150 - Basic Building Maintenance 2
- WLD 112 - Basic Welding Processes 2

**Total Credits for Pathway: 13**

## **Industrial Systems Technology Pathway Level II (PCS Technical) (C50240H4)**

### **Required Courses**

- BPR 121 - Blueprint Reading - Mech 2
- ELC 112 - DC/AC Electricity 5
- HYD 110 - Hydraulics/Pneumatics I 3
- MEC 111 - Machine Processes I 3

**Total Credits for Pathway: 13**

### **Mechanical Engineering Technology**

## **Mechanical Engineering Technology, AAS (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.

#### Fall I

- BPR 111 - Print Reading **2 \***
  - EGR 120 - Eng and Design Graphics **3 \***
  - ENG 111 - Writing and Inquiry **3**
  - Machining Elective (3 Credits):  
MAC 141 or MEC 111\*
  - Other Requirement (1 Credit):  
ACA 111 or ACA 122
- Total Recommended Credits: 12**

#### Spring I

- DFT 151 - CAD I **3**
  - HYD 110 - Hydraulics/Pneumatics I **3**
  - Communication (3 Credits):  
COM 231 or ENG 112
  - Math (3 Credits): MAT 121\* or MAT 171
  - Safety Elective (2 Credits): ISC 112 or  
ISC 121\*
- Total Recommended Credits: 14**

#### Summer I

- DFT 152 - CAD II **3**
  - HUM 115 - Critical Thinking **3**
  - MEC 145 - Mfg Materials I **3**
  - TDP 110 - Introduction to 3D Printing **3**
- Total Recommended Credits: 12**

#### Fall II

- DFT 153 - CAD III **3**
  - ELC 128 - Intro to PLC **3**
  - ISC 132 - Mfg Quality Control **3**
  - Physics (4 Credits): PHY 131\* or PHY 151
- Total Recommended Credits: 13**

#### Spring II

- ATR 281 - Automated Manufacturing **4**
  - DFT 154 - Intro Solid Modeling **3 \***
  - EGR 250 - Statics/Strength of Mater **5**
  - Social/Behavioral Sciences (3 Credits):  
PSY 150 or SOC 210
- Total Recommended Credits: 15**

#### Total Credits for AAS Degree: 66

#### Note:

Students should seek advice from the coordinator if interested in an internship in the second year of the program.

Students interested in transferring to ECU's Bachelor Degree in Industrial Technology should consult with the Department Chair for more details within the first year of this program to understand the process.

\*OSHA 30-HR Card is only available by taking the traditional class.

Other Elective options (8 total credits required): BPR 111\*, DFT 154\*, EGR 120\*, MAT 122, MAT 172, MEC 110, WBL 112; \*preferred options

#### Diploma

#### Mechanical Engineering Technology Diploma (D4032001)

#### Fall I

- BPR 111 - Print Reading **2**
  - EGR 120 - Eng and Design Graphics **3**
  - MEC 180 - Engineering Materials **3**
  - Machining Elective (3 Credits): MEC 111\*  
or MAC 141
- Total Recommended Hours: 11**

## Spring I

- DFT 151 - CAD I 3
- ISC 121 - Envir Health & Safety 3 +
- Math (3 Credits):MAT 121\* or MAT 171

**Total Recommended Hours: 9**

## Summer I

- DFT 152 - CAD II 3
  - MEC 145 - Mfg Materials I 3
- Total Recommended Hours: 6**

## Fall II

- DFT 153 - CAD III 3
  - ISC 132 - Mfg Quality Control 3
- Total Recommended Hours: 6**

## Spring II

- DFT 154 - Intro Solid Modeling 3
  - HYD 110 - Hydraulics/Pneumatics I 3
- Total Recommended Hours: 6**

**Total Credits for Diploma: 38**

### Note:

Contact the program coordinator or department chair for specific requirements.

+OSHA 30-HR Card is only available by taking the traditional class.

\*preferred option

## Certificate

### Manufacturing Processes Fundamentals Certificate (C4032005)

#### Program Courses

- ATR 281 - Automated Manufacturing 4
- ELC 128 - Intro to PLC 3
- HYD 110 - Hydraulics/Pneumatics I 3
- MEC 111 - Machine Processes I 3

**Total Credits for Certificate: 13**

### Note:

Contact the program coordinator or department chair for specific requirements.

## Mechanical Engineering Software Certificate (C4032003)

#### Program Courses

- BPR 111 - Print Reading 2
- DFT 151 - CAD I 3
- DFT 152 - CAD II 3
- DFT 153 - CAD III 3
- DFT 154 - Intro Solid Modeling 3
- EGR 120 - Eng and Design Graphics 3

**Total Credits for Certificate: 17**

### Note:

Contact the program coordinator or department chair for specific requirements.

## Mechanical Fundamentals Certificate (C4032004)

#### Program Courses

- BPR 111 - Print Reading 2
- HYD 110 - Hydraulics/Pneumatics I 3
- ISC 132 - Mfg Quality Control 3
- MEC 145 - Mfg Materials I 3
- Machining Elective 3 \*

**Total Credits for Certificate: 14**

\*Recommended Elective Option

### Machining Elective:

Take One:

- MAC 141 - Machining Applications I 4
- MEC 111 - Machine Processes I 3

### Note:

Contact the program coordinator or department chair for specific requirements.

## **Mechatronics Certificate (C4032006)**

### **Program Courses**

- ATR 281 - Automated Manufacturing **4**
- DFT 151 - CAD I **3**
- ELC 128 - Intro to PLC **3**
- HYD 110 - Hydraulics/Pneumatics I **3**
- MEC 111 - Machine Processes I **3**

**Total Credits for Certificate: 16**

### **Note:**

Contact the program coordinator or department chair for specific requirements.

### **CTE Pathway**

#### **Mechanical Engineering Technology Pathway (C40320H1)**

##### **Required Courses**

- BPR 111 - Print Reading **2**
- DFT 151 - CAD I **3**
- DFT 152 - CAD II **3**
- DFT 153 - CAD III **3**
- DFT 154 - Intro Solid Modeling **3**
- EGR 120 - Eng and Design Graphics **3**

**Total Credits for Pathway: 17**

#### **Mechanical Engineering Technology Pathway (C40320H2)**

##### **Required Courses**

- ATR 281 - Automated Manufacturing **4**
- ELC 128 - Intro to PLC **3**
- HYD 110 - Hydraulics/Pneumatics I **3**
- MEC 111 - Machine Processes I **3**

**Total Credits for Pathway: 13**

## **Welding Technology**

### **Welding Technology, AAS (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.

### **Major Courses**

- BPR 111 - Print Reading **2**
- BPR 121 - Blueprint Reading - Mech **2**
- WLD 110 - Cutting Processes **2**
- WLD 115 - SMAW (Stick) Plate **5**
- WLD 121 - GMAW (MIG) FCAW/Plate **4**
- WLD 131 - GTAW (TIG) Plate **4**
- WLD 141 - Symbols & Specifications **3**
- WLD 151 - Fabrication I **4**
- Electives **20\***
- MEC Elective **2 \***
- Safety Elective **2 \***

**Total: 50 Credit Hours**

### **General Education Courses**

- ENG 111 - Writing and Inquiry **3**
- Communication **3 \***
- Humanities/Fine Arts **3 \***
- Math **3 \***
- Social/Behavioral Sciences **3 \***

**Total: 15 Credit Hours**

## Other Required Courses

- Other Requirement 1 \*

Total: 1 Credit Hours

**Total Credits for AAS Degree: 66**

## \*Recommended Electives & General Education Options

### Electives:

Take 20 credits:

- WBL 111 - Work-Based Learning I 1
- WBL 112 - Work-Based Learning I 2
- WBL 122 - Work-Based Learning II 2
- WLD 116 - SMAW (Stick) Plate/Pipe 4
- WLD 122 - GMAW (MIG) Plate/Pipe 3
- WLD 132 - GTAW (TIG) Plate/Pipe 3
- WLD 215 - SMAW (Stick) Pipe 4
- WLD 221 - GMAW (MIG) Pipe 3
- WLD 231 - GTAW (TIG) Pipe 3
- WLD 262 - Inspection & Testing 3
- WLD 268 - Robotic Gas Metal Arc Welding 4

### MEC Electives:

Take One:

- MAC 141 - Machining Applications I 4
- MEC 111 - Machine Processes I 3
- MEC 142 - Physical Metallurgy 2
- MEC 172 - Intro to Metallurgy 3
- MEC 180 - Engineering Materials 3

### Safety Elective:

Take One:

- ISC 112 - Industrial Safety 2
- ISC 121 - Envir Health & Safety 3

### Communication:

Take One:

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- ENG 112 - Writing/Research in the Disc 3

## Humanities/Fine Arts:

Take One:

- ART 111 - Art Appreciation 3
- HUM 110 - Technology and Society 3
- HUM 115 - Critical Thinking 3
- MUS 110 - Music Appreciation 3

## Math:

Take One:

- MAT 110 - Math Measurement & Literacy 3
- MAT 121 - Algebra/Trigonometry I 3

## Social/Behavioral Sciences:

Take One:

- ECO 251 - Prin of Microeconomics 3
- HIS 131 - American History I 3
- HIS 132 - American History II 3
- PSY 150 - General Psychology 3
- SOC 210 - Introduction to Sociology 3
- SOC 213 - Sociology of the Family 3

## Other Requirements:

Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

## Note:

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.

## Diploma

### Basic Welding Diploma (D5042001)

#### Major Courses

- BPR 111 - Print Reading **2**
- BPR 121 - Blueprint Reading - Mech **2**
- WLD 110 - Cutting Processes **2**
- WLD 115 - SMAW (Stick) Plate **5**
- WLD 121 - GMAW (MIG) FCAW/Plate **4**
- WLD 131 - GTAW (TIG) Plate **4**
- WLD 141 - Symbols & Specifications **3**
- Electives **7 \***
- Welding Elective **3\***

**Total: 32 Credit Hours**

#### General Education Courses

- ENG 111 - Writing and Inquiry **3**
- MAT 110 - Math Measurement & Literacy **3**

Total: 6 Credit Hours

#### Other Required Courses

- Other Requirement **1 \***

Total: 1 Credit Hours

**Total Credits for Diploma: 39**

\*Recommended Elective & General Education Options

Electives:

Take 7 credits:

- WBL 111 - Work-Based Learning I **1**
- WBL 112 - Work-Based Learning I **2**
- WBL 122 - Work-Based Learning II **2**
- WLD 116 - SMAW (Stick) Plate/Pipe **4**
- WLD 122 - GMAW (MIG) Plate/Pipe **3**

Welding Elective:

Take One:

- WLD 151 - Fabrication I **4**
- WLD 221 - GMAW (MIG) Pipe **3**

Other Requirements:

Take One:

- ACA 111 - College Student Success **1**
- ACA 122 - College Transfer Success **1**

Note:

Contact the program coordinator or department chair for specific requirements.

## Certificate

### Basic Welding Certificate (C5042001)

#### Program Courses

- WLD 110 - Cutting Processes **2**
- WLD 115 - SMAW (Stick) Plate **5**
- WLD 116 - SMAW (Stick) Plate/Pipe **4**
- WLD 121 - GMAW (MIG) FCAW/Plate **4**

**Total Credits for Certificate: 15**

Note:

Contact the program coordinator or department chair for specific requirements.

### GMAW (MIG) Certificate (C5042003)

#### Program Courses

- WLD 121 - GMAW (MIG) FCAW/Plate **4**
- WLD 122 - GMAW (MIG) Plate/Pipe **3**
- WLD 221 - GMAW (MIG) Pipe **3**
- WLD 262 - Inspection & Testing **3**

**Total Credits for Certificate: 13**

Note:

Contact the program coordinator or department chair for specific requirements.

### GTAW (TIG) Certificate (C5042004)

#### Program Courses

- WLD 131 - GTAW (TIG) Plate **4**
- WLD 132 - GTAW (TIG) Plate/Pipe **3**
- WLD 231 - GTAW (TIG) Pipe **3**
- WLD 262 - Inspection & Testing **3**

**Total Credits for Certificate: 13**

Note:

Contact the program coordinator or department chair for specific requirements.

### **Intermediate Welding Certificate (C5042008)**

#### **Program Courses**

- WLD 115 - SMAW (Stick) Plate **5**
- WLD 116 - SMAW (Stick) Plate/Pipe **4**
- WLD 131 - GTAW (TIG) Plate **4**
- WLD 132 - GTAW (TIG) Plate/Pipe **3**

**Total Credits for Certificate: 16**

Note:

Contact the program coordinator or department chair for specific requirements.

### **SMAW (Stick) Certificate (C5042002)**

#### **Program Courses**

- WLD 115 - SMAW (Stick) Plate **5**
- WLD 116 - SMAW (Stick) Plate/Pipe **4**
- WLD 215 - SMAW (Stick) Pipe **4**

**Total Credits for Certificate: 13**

Note:

Contact the program coordinator or department chair for specific requirements.

### **CTE Pathway**

#### **Welding Technology Pathway (C50420H1)**

##### **Required Courses**

- WLD 110 - Cutting Processes **2**
- WLD 115 - SMAW (Stick) Plate **5**
- WLD 121 - GMAW (MIG) FCAW/Plate **4**
- WLD 141 - Symbols & Specifications **3**

**Total Credits for Pathway: 14**

### **Welding Technology Pathway - Level I (C50420H2)**

#### **Required Courses**

- WLD 115 - SMAW (Stick) Plate **5**
- WLD 116 - SMAW (Stick) Plate/Pipe **4**
- WLD 121 - GMAW (MIG) FCAW/Plate **4**
- WLD 141 - Symbols & Specifications **3**

**Total Credits for Pathway: 16**

### **Welding Technology Pathway - Level II (C50420H3)**

#### **Required Courses**

- WLD 115 - SMAW (Stick) Plate **5**
- WLD 121 - GMAW (MIG) FCAW/Plate **4**
- WLD 131 - GTAW (TIG) Plate **4**
- WLD 141 - Symbols & Specifications **3**

**Total Credits for Pathway: 16**

### **Short-Term Trades & Technical Programs**

#### **CE Programs**

#### **Skilled Trades**

In Continuing Education & Workforce Development, we work closely with our community partners to determine areas of need within our community. We have discovered that there is a growing demand right here in Pitt County for workers with knowledge in skilled trades. This means there are jobs available right now in the areas of Welding, Electrical Wiring, HVAC, Plumbing, Carpentry, and more. Companies are willing to hire individuals who show promise and are willing to learn.

Our specialty is short-term training so many of our classes run around 6-8 weeks long and are offered on evenings and/or Saturdays to accommodate busy schedules and those that have day jobs. Some classes we have are pre-scheduled, but others we will run based on the amount of people interested. Our goal is to be flexible and work with changing community needs.

## Program Contact & Information

### **Gail Nichols**

Coordinator

252-493-7625

[gpnichols316@my.pittcc.edu](mailto:gpnichols316@my.pittcc.edu)

For more information,

visit: <https://pittcc.edu/community/continuing-education/skilled-trades/>

## Health Sciences Division

Health Sciences programs have special admissions and/or enrollment requirements. Until you complete these requirements and are accepted into your intended program of study, you will be enrolled as an Associate in General Education major or special credit student.

### Associate in General Education, AGE (A10300)

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

#### Major Courses

- Major Electives **48 \***

Total: 48 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry **3**
- Communication **3 \***
- Humanities/Fine Arts **3 \***
- Natural Sciences/Math **3 \***
- Social/Behavioral Sciences **3 \***

Total: 15 Credit Hours

#### Other Required Courses

Take One:

- ACA 111 - College Student Success **1**
- ACA 122 - College Transfer Success **1**

Total: 1 Credit Hours

### Total Credits for AGE Degree: 64

#### \*Recommended Courses

#### Major Electives:

Take 48 credits (includes any associated labs):

- ACC 120 - Prin of Financial Accounting **4**
- ACC 121 - Prin of Managerial Accounting **4**
- ART 111 - Art Appreciation **3**
- ART 114 - Art History Survey I **3**
- ART 115 - Art History Survey II **3**
- ART 121 - Two-Dimensional Design **3**
- ART 122 - Three-Dimensional Design **3**
- ART 131 - Drawing I **3**
- ART 132 - Drawing II **3**
- ART 135 - Figure Drawing I **3**
- ART 171 - Digital Design I **3**
- ART 245 - Metals I **3**
- ART 247 - Jewelry I **3**
- ART 264 - Digital Photography I **3**
- ART 265 - Digital Photography III **3**
- ART 271 - Digital Design II **3**
- ART 275 - Introduction to Graphic Design **3**
- ART 281 - Sculpture I **3**
- ASL 111 - Elementary ASL I **3**
- ASL 112 - Elementary ASL II **3**
- ASL 181 - ASL Lab I **1**
- ASL 182 - ASL Lab **1**
- ASL 211 - Intermediate ASL I **3**
- ASL 281 - ASL Lab **1**
- AST 151 - General Astronomy I **3 and**
- AST 151A - General Astronomy I Lab **1**
- BIO 110 - Principles of Biology **4**
- BIO 111 - General Biology I **4**
- BIO 112 - General Biology II **4**
- BIO 140 - Environmental Biology **3 and**
- BIO 140A - Environmental Biology Lab **1**
- BIO 155 - Nutrition **3**
- BIO 161 - Intro to Human Biology **3**
- BIO 163 - Basic Anat and Physiology **5**
- BIO 168 - Anatomy and Physiology I **4**
- BIO 169 - Anatomy and Physiology II **4**
- BIO 275 - Microbiology **4**

- BUS 110 - Introduction to Business 3
- BUS 115 - Business Law I 3
- BUS 137 - Principles of Management 3
- BUS 151 - People Skills 3
- CHM 130 - Gen, Org, & Biochemistry 3 and
- CHM 130A - Gen, Org, & Biochem Lab 1
- CHM 131 - Introduction to Chemistry 3 and
- CHM 131A - Intro to Chemistry Lab 1
- CHM 132 - Organic and Biochemistry 4
- CHM 151 - General Chemistry I 4
- CHM 152 - General Chemistry II 4
- CHM 251 - Organic Chemistry I 4
- CHM 252 - Organic Chemistry II 4
- CIS 110 - Introduction to Computers 3
- CIS 111 - Basic PC Literacy 2
- CJC 111 - Intro to Criminal Justice 3
- CJC 121 - Law Enforcement Operations 3
- CJC 141 - Corrections 3
- COM 110 - Introduction to Communication 3
- COM 120 - Intro Interpersonal Com 3
- COM 140 - Intro Intercultural Com 3
- COM 231 - Public Speaking 3
- CSC 120 - Computing Fundamentals I 4
- CSC 134 - C++ Programming 3
- CSC 151 - JAVA Programming 3
- CTS 130 - Spreadsheet 3
- DBA 110 - Database Concepts 3
- DRA 111 - Theatre Appreciation 3
- DRA 130 - Acting I 3
- DRA 131 - Acting II 3
- DRA 135 - Acting for the Camera I 3
- DRA 136 - Acting for the Camera II 3
- ECO 251 - Prin of Microeconomics 3
- ECO 252 - Prin of Macroeconomics 3
- EDU 216 - Foundations of Education 3
- ENG 112 - Writing/Research in the Disc 3
- ENG 125 - Creative Writing I 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- ENG 273 - African-American Literature 3
- FRE 111 - Elementary French I 3
- FRE 112 - Elementary French II 3
- FRE 211 - Intermediate French I 3
- FRE 212 - Intermediate French II 3
- GEL 111 - Geology 4
- GEL 113 - Historical Geology 4
- GEL 230 - Environmental Geology 4
- HEA 110 - Personal Health/Wellness 3
- HIS 111 - World Civilizations I 3
- HIS 112 - World Civilizations II 3
- HIS 131 - American History I 3
- HIS 132 - American History II 3
- HSC 110 - Orientation to Health Careers 1
- HUM 110 - Technology and Society 3
- HUM 115 - Critical Thinking 3
- HUM 120 - Cultural Studies 3
- HUM 130 - Myth in Human Culture 3
- HUM 140 - History of Architecture 3
- MAT 110 - Math Measurement & Literacy 3
- MAT 121 - Algebra/Trigonometry I 3
- MAT 143 - Quantitative Literacy 3
- MAT 152 - Statistical Methods I 4
- MAT 171 - Precalculus Algebra 4
- MAT 172 - Precalculus Trigonometry 4
- MAT 263 - Brief Calculus 4
- MAT 271 - Calculus I 4
- MAT 272 - Calculus II 4
- MAT 273 - Calculus III 4
- MED 118 - Medical Law and Ethics 2
- MED 120 - Survey of Med Terminology 2
- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3
- MED 180 - CPR Certification 1
- MED 232 - Medical Insurance Coding 2
- MUS 110 - Music Appreciation 3
- MUS 111 - Fundamentals of Music 3
- MUS 112 - Introduction to Jazz 3
- MUS 113 - American Music 3
- MUS 133 - Band I 1
- MUS 134 - Band II 1
- MUS 141 - Ensemble I 1
- MUS 142 - Ensemble II 1
- MUS 210 - History of Rock Music 3
- OST 131 - Keyboarding 2
- OST 136 - Word Processing 3
- OST 137 - Office Applications I 3
- OST 148 - Med Ins & Billing 3
- OST 149 - Medical Legal Issues 3
- OST 164 - Office Editing 3
- OST 184 - Records Management 3
- OST 281 - Emer Issues in Med Ofc 3
- OST 286 - Professional Development 3
- PED 110 - Fit and Well for Life 2
- PED 117 - Weight Training I 1
- PED 118 - Weight Training II 1
- PHI 240 - Introduction to Ethics 3
- PHS 130 - Earth Science 4
- PHY 110 - Conceptual Physics 3 and
- PHY 110A - Conceptual Physics Lab 1
- PHY 151 - College Physics I 4

- PHY 152 - College Physics II **4**
- PHY 251 - General Physics I **4**
- PHY 252 - General Physics II **4**
- POL 120 - American Government **3**
- PSY 150 - General Psychology **3**
- PSY 241 - Developmental Psych **3**
- PSY 281 - Abnormal Psychology **3**
- REL 110 - World Religions **3**
- REL 211 - Intro to Old Testament **3**
- REL 212 - Intro to New Testament **3**
- SOC 210 - Introduction to Sociology **3**
- SOC 213 - Sociology of the Family **3**
- SOC 225 - Social Diversity **3**
- SPA 111 - Elementary Spanish I **3**
- SPA 112 - Elementary Spanish II **3**
- SPA 120 - Spanish for the Workplace **3**
- SPA 181 - Spanish Lab I **1**
- SPA 182 - Spanish Lab II **1**
- SPA 211 - Intermediate Spanish I **3**
- SPA 212 - Intermediate Spanish II **3**

Communication:

Take One:

- ENG 112 - Writing/Research in the Disc **3**
- COM 110 - Introduction to Communication **3**
- COM 120 - Intro Interpersonal Com **3**
- COM 140 - Intro Intercultural Com **3**
- COM 231 - Public Speaking **3**

Humanities/Fine Arts:

Take One:

- ART 111 - Art Appreciation **3**
- ART 114 - Art History Survey I **3**
- ART 115 - Art History Survey II **3**
- DRA 111 - Theatre Appreciation **3**
- ENG 231 - American Literature I **3**
- ENG 232 - American Literature II **3**
- ENG 241 - British Literature I **3**
- ENG 242 - British Literature II **3**
- HUM 110 - Technology and Society **3**
- HUM 115 - Critical Thinking **3**
- HUM 120 - Cultural Studies **3**
- HUM 130 - Myth in Human Culture **3**
- HUM 140 - History of Architecture **3**
- MUS 110 - Music Appreciation **3**
- MUS 112 - Introduction to Jazz **3**
- MUS 113 - American Music **3**
- MUS 210 - History of Rock Music **3**
- PHI 240 - Introduction to Ethics **3**
- REL 110 - World Religions **3**

- REL 211 - Intro to Old Testament **3**
- REL 212 - Intro to New Testament **3**

Natural Sciences/Math:

Take 3 credits (includes any associated labs):

- AST 151 - General Astronomy I **3 and**
- AST 151A - General Astronomy I Lab **1**
- BIO 110 - Principles of Biology **4**
- BIO 111 - General Biology I **4**
- BIO 112 - General Biology II **4**
- BIO 140 - Environmental Biology **3 and**
- BIO 140A - Environmental Biology Lab **1**
- BIO 163 - Basic Anat and Physiology **5**
- BIO 168 - Anatomy and Physiology I **4**
- BIO 169 - Anatomy and Physiology II **4**
- BIO 275 - Microbiology **4**
- CHM 131 - Introduction to Chemistry **3 and**
- CHM 131A - Intro to Chemistry Lab **1**
- CHM 132 - Organic and Biochemistry **4**
- CHM 151 - General Chemistry I **4**
- CHM 152 - General Chemistry II **4**
- CHM 251 - Organic Chemistry I **4**
- CHM 252 - Organic Chemistry II **4**
- GEL 111 - Geology **4**
- GEL 113 - Historical Geology **4**
- GEL 230 - Environmental Geology **4**
- MAT 110 - Math Measurement & Literacy **3**
- MAT 121 - Algebra/Trigonometry I **3**
- MAT 143 - Quantitative Literacy **3**
- MAT 152 - Statistical Methods I **4**
- MAT 171 - Precalculus Algebra **4**
- MAT 263 - Brief Calculus **4**
- MAT 271 - Calculus I **4**
- MAT 272 - Calculus II **4**
- MAT 273 - Calculus III **4**
- PHY 110 - Conceptual Physics **3 and**
- PHY 110A - Conceptual Physics Lab **1**
- PHY 151 - College Physics I **4**
- PHY 152 - College Physics II **4**
- PHY 251 - General Physics I **4**
- PHY 252 - General Physics II **4**

Social/Behavioral Sciences:

Take One:

- ECO 251 - Prin of Microeconomics **3**
- ECO 252 - Prin of Macroeconomics **3**
- HIS 111 - World Civilizations I **3**
- HIS 112 - World Civilizations II **3**
- HIS 131 - American History I **3**
- HIS 132 - American History II **3**

- POL 120 - American Government **3**
- PSY 150 - General Psychology **3**
- PSY 241 - Developmental Psych **3**
- PSY 281 - Abnormal Psychology **3**
- SOC 210 - Introduction to Sociology **3**
- SOC 213 - Sociology of the Family **3**
- SOC 225 - Social Diversity **3**

## Associate Degree Nursing

### Associate Degree Nursing, ADN (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.

#### Major Courses

- BIO 271 - Pathophysiology **3 +**
- NUR 111 - Intro to Health Concepts **8**
- NUR 112 - Health-Illness Concepts **5**
- NUR 113 - Family Health Concepts **5**
- NUR 114 - Holistic Health Concepts **5**
- NUR 211 - Health Care Concepts **5**
- NUR 212 - Health System Concepts **5**
- NUR 213 - Complex Health Concepts **10**
- PSY 241 - Developmental Psych **3**

Total: 49 Credit Hours

#### General Education Courses

- BIO 168 - Anatomy and Physiology I **4**
- BIO 169 - Anatomy and Physiology II **4**
- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**

- PSY 150 - General Psychology **3**
- Humanities/Fine Arts **3 \***

Total: 20 Credit Hours

### Total Credits for ADN Degree: 69

\*Recommended Elective & General Education Options

Humanities/Fine Arts:  
Take One:

- HUM 115 - Critical Thinking **3**
- PHI 240 - Introduction to Ethics **3**

Note:

+ 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

## Cardiovascular Sonography

### Cardiovascular Sonography, AAS (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.

#### Major Courses

- BIO 163 - Basic Anat and Physiology **5**
- CVS 160 - CVS Clinical Ed I **5**
- CVS 161 - CVS Clinical Ed II **8**
- CVS 162 - CVS Clinical Ed III **5**
- CVS 163 - Echo I **4**
- CVS 164 - Echo II **4**
- CVS 260 - CVS Clinical Ed IV **8**
- CVS 261 - CVS Clinical Ed V **8**
- CVS 277 - Cardiovascular Topics **2**
- PHY 110 - Conceptual Physics **3**
- SON 111 - Sonographic Physics **4**
- SON 225 - Case Studies **1**
- SON 250 - Vascular Sonography **2**

Total: 59 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- MAT 121 - Algebra/Trigonometry I **3**
- PSY 150 - General Psychology **3**
- Humanities/Fine Arts **3 \***

Total: 15 Credit Hours

## Other Required Courses

- ACA 111 - College Student Success **1**

Total: 1 Credit Hour

### Total Credits for AAS Degree: 75

\*Recommended Elective & General Education Options:

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking **3**
- PHI 240 - Introduction to Ethics **3**

Note:

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 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)

The medical advisor for this program is Michael K Smith, MD, FACC.

#### 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)

## **Computed Tomography & Magnetic Resonance Imaging Technology**

### **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.

#### **Major Courses**

- CAT 210 - CT Physics & Equipment **3**
- CAT 211 - CT Procedures **4**
- CAT 231 - CT Clinical Practicum **11**
- MRI 210 - MRI Physics and Equipment **3**
- MRI 211 - MRI Procedures **4**
- MRI 231 - MRI Clinical Practicum **11**

Total: 36 Credit Hours

#### **General Education Courses**

- ENG 111 - Writing and Inquiry **3**
- HUM 115 - Critical Thinking **3**

Total: 6 Credit Hours

Total Credits for Diploma: 42

#### **Note:**

Student making satisfactory progress should complete this program in two semesters. Additional

time may be needed to complete general education requirements.

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).

### **Certificate**

#### **Computed Tomography Certificate (C4520001)**

##### **Program Courses**

- CAT 210 - CT Physics & Equipment **3**
- CAT 211 - CT Procedures **4**
- CAT 231 - CT Clinical Practicum **11**

**Total Credits for Certificate: 18**

#### **Note:**

Students making satisfactory progress should complete each certificate in one semester.

#### **Magnetic Resonance Imaging Certificate (C4520002)**

##### **Program Courses**

- MRI 210 - MRI Physics and Equipment **3**
- MRI 211 - MRI Procedures **4**
- MRI 231 - MRI Clinical Practicum **11**

**Total Credits for Certificate: 18**

#### **Note:**

Students making satisfactory progress should complete each certificate in one semester.

## Dental Assisting

### Dental Assisting Diploma (D45240)

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

#### Major Courses

- BIO 163 - Basic Anat and Physiology **5**
- DEN 100 - Basic Orofacial Anatomy **2**
- DEN 101 - Preclinical Procedures **7**
- DEN 102 - Dental Materials **4**
- DEN 103 - Dental Sciences **2**
- DEN 104 - Dental Health Education **3**
- DEN 105 - Practice Management **2**
- DEN 106 - Clinical Practice I **6**
- DEN 107 - Clinical Practice II **5**
- DEN 111 - Infection/Hazard Control **2**
- DEN 112 - Dental Radiography **3**

Total: 41 Credit Hours

#### General Education Courses

- COM 231 - Public Speaking **3**
- PSY 150 - General Psychology **3**

Total: 6 Credit Hours

#### Other Required Courses

- ACA 111 - College Student Success **1**

Total: 1 Credit Hours

## Total Credits for Diploma: 48

#### Note:

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).

The Dental Assisting Program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the US Department of Education.

CODA
211 East Chicago Ave.
Chicago, IL 60611
Phone: (312) 440-4653
Website: <a href="http://www.ada.org/en/coda">http://www.ada.org/en/coda</a>

## Emergency Medical Science

### Emergency Medical Science Bridge, AAS (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.

#### Major Courses

- BIO 161 - Intro to Human Biology 3
- EMS 125 - EMS Instructor Methodology 3
- EMS 140 - Rescue Scene Management 2
- EMS 150 - Emerg Vehicles & EMS Comm 2
- EMS 280 - EMS Bridging Course 3
- Articulated Credit Courses 47 ▽

Total: 60 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- MAT 110 - Math Measurement & Literacy 3
- PSY 150 - General Psychology 3
- Humanities/Fine Arts 3 \*

Total: 15 Credit Hours

### Total Credits for AAS Degree: 75

#### ▽ Articulated Credit Courses:

Individuals with a current North Carolina or National Registry Paramedic certification may receive articulated credit for the courses listed below. Certification cannot be expired in order to receive articulated credit and must remain current while enrolled in program.

- EMS 110 - EMT 9
- EMS 122 - EMS Clinical Practicum I 1
- EMS 130 - Pharmacology 4
- EMS 131 - Advanced Airway Management 2
- EMS 160 - Cardiology I 3
- EMS 210 - Adv. Patient Assessment 2
- EMS 220 - Cardiology II 3
- EMS 221 - EMS Clinical Practicum II 2
- EMS 231 - EMS Clinical Pract III 3

- EMS 240 - Patients w/ Special Challenges 2
- EMS 241 - EMS Clinical Practicum IV 4
- EMS 250 - Medical Emergencies 4
- EMS 260 - Trauma Emergencies 2
- EMS 270 - Life Span Emergencies 4
- EMS 285 - EMS Capstone 2

#### \*Recommended General Education Options:

##### Humanities/Fine Arts:

Take 3 credits:

- HUM 115 - Critical Thinking 3 or
- PHI 240 - Introduction to Ethics 3

##### Note:

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.

### Emergency Medical Science, AAS (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.

#### Major Courses

- BIO 163 - Basic Anat and Physiology **5**
- EMS 110 - EMT **9**
- EMS 122 - EMS Clinical Practicum I **1**
- EMS 125 - EMS Instructor Methodology **3**
- EMS 130 - Pharmacology **4**
- EMS 131 - Advanced Airway Management **2**
- EMS 140 - Rescue Scene Management **2**
- EMS 150 - Emerg Vehicles & EMS Comm **2**
- EMS 160 - Cardiology I **3**
- EMS 210 - Adv. Patient Assessment **2**
- EMS 220 - Cardiology II **3**
- EMS 221 - EMS Clinical Practicum II **2**
- EMS 231 - EMS Clinical Pract III **3**
- EMS 240 - Patients w/ Special Challenges **2**
- EMS 241 - EMS Clinical Practicum IV **4**
- EMS 250 - Medical Emergencies **4**
- EMS 260 - Trauma Emergencies **2**
- EMS 270 - Life Span Emergencies **4**
- EMS 285 - EMS Capstone **2**

Total: 59 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- MAT 110 - Math Measurement & Literacy **3**
- PSY 150 - General Psychology **3**
- Humanities/Fine Arts **3 \***

Total: 15 Credit Hours

#### Other Required Courses

- ACA 111 - College Student Success **1**

Total: 1 Credit Hour

**Total Credits for AAS Degree: 75**

#### \*Recommended General Education Options:

##### Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking **3 or**
- PHI 240 - Introduction to Ethics **3**

##### Note:

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](mailto: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.

## Certificate

### EMS Basic Certificate (C4534001)

*Students may exit the Emergency Medical Science Program and earn an EMS Basic Certificate once the following requirements are complete:*

#### Program Courses

- BIO 163 - Basic Anat and Physiology 5
- EMS 110 - EMT 9
- MAT 110 - Math Measurement & Literacy 3

**Total Credits for Certificate: 17**

## Health Information Technology

### Health Information Technology, AAS (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.

#### Major Courses

- CIS 110 - Introduction to Computers 3
- CTS 130 - Spreadsheet 3
- HIT 110 - Intro to Healthcare & HIM 3
- HIT 112 - Health Law and Ethics 3
- HIT 114 - Health Data Sys/Standards 3
- HIT 124 - Prof Practice Exp II 1
- HIT 211 - Diagnosis Coding & Reporting 3
- HIT 213 - Inpt Proc Coding & Reporting 2
- HIT 214 - OP Procedure Coding/Reporting 2

- HIT 215 - Revenue Cycle Management 2
- HIT 217 - Quality & Data Analysis 3
- HIT 218 - Mgmt Principles in HIT 3
- HIT 220 - Electronic Healthcare Records 2
- HIT 224 - Prof Practice Exp IV 2
- HIT 225 - Healthcare Informatics 3
- HIT 226 - Pathophysiology & Pharmacology 3
- HIT 280 - HIM Capstone 2
- MED 121 - Medical Terminology I 3
- MED 122 - Medical Terminology II 3
- Anatomy and Physiology 5\*

Total: 54 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- PSY 150 - General Psychology 3
- MAT 152 - Statistical Methods I 4
- Humanities/Fine Arts 3\*

Total: 16 Credit Hours

#### Other Required Courses

- ACA 111 - College Student Success 1

Total: 1 Credit Hour

**Total Credits for AAS Degree: 71**

\*Recommended Elective & General Education Options:

Anatomy and Physiology:

Take One:

- BIO 163 - Basic Anat and Physiology 5
- BIO 168 - Anatomy and Physiology I 4 and
- BIO 169 - Anatomy and Physiology II 4

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking 3
- PHI 240 - Introduction to Ethics 3

Note:

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 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)

### **Instructional Service Agreements**

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.

### **Histotechnology**

#### **Histotechnology (A45370)**

*PCC has a collaborative agreement with Vance-Granville Community College (VGCC) to offer the Histotechnology Program. Through this agreement, students may earn general education course credits at PCC for transfer to the Histotechnology Program at VGCC.*

This Histotechnology curriculum provides individuals with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures.

Course work emphasizes scientific concepts related to laboratory testing, quality assurance, histology, microscopy, and other related topics.

Graduates may be eligible to apply to take the national examination given by the Board of Registry of the American Society for Clinical Pathology. Employment opportunities include pathology laboratories in hospitals and clinics and medical or research laboratories.

### **Program Requirements**

Host College:

Histotechnology Curriculum-Collaboration with Vance-Granville Community College

Note:

*The Histotechnology Program at Vance-Granville Community College is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd, Suite 720, Rosemont, IL 60018, (773) 714-8880.*

### **Mammography**

#### **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.

### **Major Courses**

- MAM 101 - Mam Proc & Image Analysis **4**
- MAM 102 - Mam Instrumentation & QA **3**
- MAM 103 - Digital Mammography **1**
- MAM 104 - Digital Breast Tomosynthesis **1**
- MAM 105 - Mammography Clinical Ed **5**

- MAM 109 - Mammography Capstone **3**

### **Total Credits for Certificate: 17**

#### **Note:**

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

### **Medical Assisting**

#### **Medical Assisting, AAS (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.

#### **Major Courses**

- BIO 163 - Basic Anat and Physiology **5**
- MED 110 - Orientation to Med Assist **1**
- MED 114 - Prof Interac in Heal Care **1**
- MED 121 - Medical Terminology I **3**
- MED 122 - Medical Terminology II **3**
- MED 130 - Admin Office Proc I **2**
- MED 131 - Admin Office Proc II **2**
- MED 140 - Exam Room Procedures I **5**
- MED 150 - Laboratory Procedures I **5**
- MED 180 - CPR Certification **1 +**
- MED 240 - Exam Room Procedures II **5**

- MED 260 - MED Clinical Practicum **5**
- MED 262 - Clinical Perspectives **1**
- MED 264 - Med Assisting Overview **2**
- MED 270 - Symptomatology **3**
- MED 272 - Drug Therapy **3**
- MED 276 - Patient Education **2**
- Major Elective **2 \***
- Medical Coding Elective **2 \***
- Medical/Legal Issues **2 \***
- Office Systems Elective **2 \***
- Spanish Elective **3\***

Total: 60 Credit Hours

#### **General Education Courses**

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- PSY 150 - General Psychology **3**
- MAT 110 - Math Measurement & Literacy **3**
- Humanities/Fine Arts **3 \***

Total: 15 Credit Hours

#### **Other Required Courses**

- ACA 111 - College Student Success **1**

Total: 1 Credit Hours

### **Total Credits for AAS Degree: 76**

\*Recommended Elective & General Education Options:

Major Elective:

Take 2 credits:

- BUS 151 - People Skills **3**
- HSC 110 - Orientation to Health Careers **1**
- OST 131 - Keyboarding **2**
- OST 164 - Office Editing **3**
- OST 184 - Records Management **3**
- OST 281 - Emer Issues in Med Ofc **3**
- OST 286 - Professional Development **3**
- SPA 112 - Elementary Spanish II **3**

Medical Coding Elective:  
Take One:

- MED 232 - Medical Insurance Coding **2**
- OST 148 - Med Ins & Billing **3**

Medical/Legal Issues:  
Take One:

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

Office Systems Elective:  
Take 2 credits:

- CIS 110 - Introduction to Computers **3**
- CIS 111 - Basic PC Literacy **2**
- OST 136 - Word Processing **3**
- OST 137 - Office Applications I **3**

Spanish Elective:  
Take 3 credits:

- SPA 111 - Elementary Spanish I **3 or**
- SPA 120 - Spanish for the Workplace **3**

Humanities/Fine Arts:

Take 3 credits:

- HUM 115 - Critical Thinking **3 or**
- PHI 240 - Introduction to Ethics **3**

Note:

+ *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.*

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 Laboratory Technology**

### **Medical Laboratory Technology, AAS (A45420)**

*Pitt Community College has collaborative agreements with Beaufort County Community College (BCCC) and College of the Albemarle (COA) to offer the Medical Laboratory Technology Program. Through these agreements, students may earn general education course credits at Pitt Community College for transfer to the Medical Laboratory Technology Program at BCCC or COA.*

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

### **Program Requirements**

#### **Host Colleges:**

Medical Lab Technology Curriculum-Collaboration with Beaufort County Community College

Medical Lab Technology Curriculum-Collaboration  
with College of the Albemarle

Note:

*The Medical Laboratory Technology Programs at  
BCCC and COA are accredited by the National  
Accrediting Agency of Clinical Laboratory Sciences.  
5600 River Rd, Suite 720. Rosemont, IL 60018-  
5119. Telephone (773) 714-8880.*

## Medical Sonography

### Medical Sonography, AAS (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.

#### Major Courses

- BIO 163 - Basic Anat and Physiology **5**
- PHY 110 - Conceptual Physics **3**
- SON 110 - Intro to Sonography **3**
- SON 111 - Sonographic Physics **4**
- SON 120 - SON Clinical Ed I **5**
- SON 121 - SON Clinical Ed II **5**
- SON 130 - Abdominal Sonography I **3**
- SON 131 - Abdominal Sonography II **2**
- SON 140 - Gynecological Sonography **2**
- SON 220 - SON Clinical Ed III **8**
- SON 221 - SON Clinical Ed IV **8**
- SON 222 - Selected SON Clinical Ed **2**
- SON 225 - Case Studies **1**
- SON 241 - Obstetrical Sonography I **2**
- SON 242 - Obstetrical Sonography II **2**
- SON 250 - Vascular Sonography **2**

- SON 289 - Sonographic Topics **2**

Total: 59 Credit Hours

General Education Courses

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- MAT 121 - Algebra/Trigonometry I **3**
- PSY 150 - General Psychology **3**
- Humanities/Fine Arts **3 \***

Total: 15 Credit Hours

Other Required Courses

- ACA 111 - College Student Success **1**

Total: 1 Credit Hours

### Total Credits for AAS Degree: 75

\*Recommended Elective & General Education  
Options:

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking **3**
- PHI 240 - Introduction to Ethics **3**

Note:

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

Website: www.caahep.org

The medical advisor for the program is Michael R. Coan, MD

### Instructional Service Agreements

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**

#### **Nuclear Medicine Technology, AAS (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 examination given by the American Registry of Radiologic Technologists.

### JRC-DMS

6021 University Blvd

Suite 500

Ellicott City, MD 21043

Phone: 443-973-3251

Fax: 866-738-3444

Email: mail@jrkdms.org

Website: www.jrkdms.org

### Major Courses

- NMT 110 - Intro to Nuclear Medicine 2
- NMT 110A - Intro to Nuc Med Lab 1
- NMT 126 - Nuclear Physics 2
- NMT 132 - Overview-Clinical Nuc Med 4
- NMT 134 - Nuclear Pharmacy 2
- NMT 136 - Health Physics 2
- NMT 211 - NMT Clinical Practice I 7
- NMT 212 - Proc for Nuclear Med 2
- NMT 212A - Proc for Nuc Med I Lab 1
- NMT 214 - Radiobiology 2
- NMT 215 - Non-Imaging Instrumentation 2
- NMT 218 - Computers in Nuc Med 2
- NMT 221 - NMT Clinical Practice II 7
- NMT 222 - Proc for Nuclear Med II 2
- NMT 222A - Proc for Nuc Med II Lab 1
- NMT 289 - Nuc Med Tech Topics 3
- PET 110 - Introduction to PET 2
- PET 235 - Cross-Sectional Anatomy 3
- Biology Elective 5 \*

Total: 52 Credit Hours

### General Education Courses

- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- MAT 121 - Algebra/Trigonometry I 3
- PSY 150 - General Psychology 3
- Humanities/Fine Arts 3 \*

Total: 15 Credit Hours

### Other Required Courses

- ACA 111 - College Student Success 1

Total: 1 Credit Hours

### **Total Credits for AAS Degree: 68**

\*Recommended Elective & General Education Options:

Biology Elective:

Take 5 credits:

- BIO 163 - Basic Anat and Physiology 5  
or
- BIO 168 - Anatomy and Physiology I 4 and
- BIO 169 - Anatomy and Physiology II 4

## Humanities/Fine Arts:

### Take One:

- HUM 115 - Critical Thinking 3
- PHI 240 - Introduction to Ethics 3

### Note:

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).

## Instructional Service Agreements

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.

## Diploma

### Nuclear Medicine Technology Diploma (D4546001)

#### Major Courses

- NMT 110 - Intro to Nuclear Medicine 2
- NMT 126 - Nuclear Physics 2
- NMT 132 - Overview-Clinical Nuc Med 4
- NMT 134 - Nuclear Pharmacy 2
- NMT 136 - Health Physics 2
- NMT 211 - NMT Clinical Practice I 7
- NMT 212 - Proc for Nuclear Med 2
- NMT 212A - Proc for Nuc Med I Lab 1
- NMT 214 - Radiobiology 2
- NMT 215 - Non-Imaging Instrumentation 2
- NMT 221 - NMT Clinical Practice II 7
- NMT 222 - Proc for Nuclear Med II 2
- NMT 222A - Proc for Nuc Med II Lab 1
- NMT 289 - Nuc Med Tech Topics 3
- PET 235 - Cross-Sectional Anatomy 3

Total: 42 Credit Hours

## General Education Courses

- ENG 111 - Writing and Inquiry 3
- MAT 121 - Algebra/Trigonometry I 3

Total: 6 Credit Hours

## Total Credits for Diploma: 48

### Note:

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

## Nurse Aide

### 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.

#### Required Courses

- ACA 111 - College Student Success 1
- BIO 168 - Anatomy and Physiology I 4
- BIO 169 - Anatomy and Physiology II 4
- CHM 131 - Introduction to Chemistry 3
- CHM 131A - Intro to Chemistry Lab 1
- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- HSC 110 - Orientation to Health Careers 1
- HUM 115 - Critical Thinking 3
- MAT 143 - Quantitative Literacy 3
- MED 120 - Survey of Med Terminology 2
- MED 180 - CPR Certification 1
- NAS 101 - Nurse Aide I 6
- NAS 102 - Nurse Aide II 6

- PSY 150 - General Psychology 3
- PSY 241 - Developmental Psych 3

### **Total Credits for Pathway: 47**

### **Occupational Therapy Assistant**

### **Occupational Therapy Assistant, AAS (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.

### **Major Courses**

- BIO 168 - Anatomy and Physiology I 4
- MED 120 - Survey of Med Terminology 2
- OTA 110 - Fundamentals of OT 3
- OTA 120 - OT Media I 2
- OTA 130 - Assessment Skills 3
- OTA 140 - Professional Skills I 1
- OTA 150 - Peds Concepts & Interventions 3
- OTA 161 - Fieldwork I-Placement I 1
- OTA 162 - Fieldwork I-Placement II 1
- OTA 163 - Fieldwork I-Placement III 1
- OTA 170 - Physical Conditions 3
- OTA 180 - Psychosocial Conditions 3
- OTA 220 - OT Media II 3
- OTA 240 - Professional Skills II 1
- OTA 245 - Professional Skills III 1
- OTA 250 - Adult Concepts & Interventions 3
- OTA 260 - Level II Fieldwork Placement 1 6
- OTA 261 - Level II Fieldwork Placement 2 6
- PSY 241 - Developmental Psych 3
- PSY 281 - Abnormal Psychology 3

Total: 53 Credit Hours

### **General Education Courses**

- BIO 169 - Anatomy and Physiology II 4
- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- PSY 150 - General Psychology 3
- Humanities/Fine Arts 3 \*

Total: 16 Credit Hours

### **Other Required Courses**

- ACA 111 - College Student Success 1

Total: 1 Credit Hours

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

\*Recommended General Education Options:

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking 3
- PHI 240 - Introduction to Ethics 3

Note:

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)

### **Phlebotomy**

#### **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.

#### **Required Courses**

- ACA 111 - College Student Success **1**
- BIO 163 - Basic Anat and Physiology **5**
- CIS 110 - Introduction to Computers **3**
- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- HSC 110 - Orientation to Health Careers **1**
- HUM 115 - Critical Thinking **3**
- MAT 121 - Algebra/Trigonometry I **3**
- MED 118 - Medical Law and Ethics **2**
- MED 121 - Medical Terminology I **3**
- MED 122 - Medical Terminology II **3**
- MED 180 - CPR Certification **1**
- PBT 100 - Phlebotomy Technology **6**
- PBT 101 - Phlebotomy Practicum **3**
- PHY 110 - Conceptual Physics **3**
- PSY 150 - General Psychology **3**

Total Credits for Pathway: 46

### **Polysomnography**

#### **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.

#### **Major Courses**

- CIS 111 - Basic PC Literacy **2**
- MED 118 - Medical Law and Ethics **2**
- MED 120 - Survey of Med Terminology **2**
- PSG 113 - PSG Instrumentation **3**
- PSG 210 - Polysomnography I **7**
- PSG 211 - Polysomnography II **7**
- PSG 212 - Infant/Pediatric PSG **4**
- Articulated Credit **17** <sup>▽</sup>
- Required Biology **5** \*

Total: 49 Credit Hours

#### **General Education Requirements**

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- MAT 110 - Math Measurement & Literacy **3**
- PSY 150 - General Psychology **3**
- Humanities/Fine Arts **3** \*

Total: 15 Credit Hours

#### **Total Credits for Degree: 64**

#### **▽ Articulated Credit Courses:**

*Individuals with a current RPSGT Certification may receive articulated credit for the courses listed below. Credential cannot be expired in order to receive articulated credit and must remain current while enrolled in the program.*

- PSG 110 - Intro to Polysomnography **4**
- PSG 111 - Neuro/Cardiopulmonary A&P **4**
- PSG 112 - PSG Fundamentals **3**
- PSG 114 - PSG Clinical Education I **3**
- PSG 213 - Case Study/Exam Review **1**
- PSG 214 - PSG Clinical Apps I **1**
- PSG 215 - PSG Clinical Apps II **1**

\*Recommended Elective & General Education  
Options:

Required Biology:  
Take 5 credits:

- BIO 163 - Basic Anat and Physiology **5**  
or
- BIO 168 - Anatomy and Physiology I **4 and**
- BIO 169 - Anatomy and Physiology II **4**

Humanities/Fine Arts:  
Take One:

- HUM 115 - Critical Thinking **3**
- PHI 240 - Introduction to Ethics **3**

Note:

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

9355 113th St. N, #7709

Seminole, FL 33775

Phone: 727-210-2350

Fax: 727-210-2354

Email: [mail@caahep.org](mailto:mail@caahep.org)

The medical director for this program is John Fogarty, MD

#### CoAPSG

1711 Frank Avenue

New Bern, NC 28560

Phone: 252-626-3238

Email: [office@coapsg.org](mailto:office@coapsg.org)

## **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.

### Major Courses

- PSG 189 - PSG Transition **3**
- PSG 210 - Polysomnography I **7**
- PSG 211 - Polysomnography II **7**
- PSG 215 - PSG Clinical Apps II **1**

### **Total Credits for Certificate: 18**

Note:

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 (CoAPSG).

CAAHEPCoAPSG

9355 113th St. N, #7709 1711 Frank Avenue

Seminole, FL 33775 New Bern, NC 28560

Phone: 727-210-2350 Phone: 252-626-3238

Fax: 727-210-2354 Email: office@coapsg.org

Email: mail@caahep.org

The medical director for this program is John Fogarty, MD

**Polysomnography, AAS (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.

**Major Courses**

- CIS 111 - Basic PC Literacy **2**
- MED 118 - Medical Law and Ethics **2**
- MED 120 - Survey of Med Terminology **2**
- PSG 110 - Intro to Polysomnography **4**
- PSG 111 - Neuro/Cardiopulmonary A&P **4**
- PSG 112 - PSG Fundamentals **3**
- PSG 113 - PSG Instrumentation **3**
- PSG 114 - PSG Clinical Education I **3**
- PSG 210 - Polysomnography I **7**
- PSG 211 - Polysomnography II **7**
- PSG 212 - Infant/Pediatric PSG **4**
- PSG 213 - Case Study/Exam Review **1**
- PSG 214 - PSG Clinical Apps I **1**
- PSG 215 - PSG Clinical Apps II **1**
- Required Biology **5 \***

Total: 49 Credit Hours

**General Education Courses**

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- PSY 150 - General Psychology **3**
- MAT 110 - Math Measurement & Literacy **3**
- Humanities/Fine Arts **3\***

Total: 15 Credit Hours

**Other Required Courses**

- ACA 111 - College Student Success **1**

Total: 1 Credit Hours

**Total Credits for AAS Degree: 65**

\*Recommended Elective & General Education Options:

Required Biology:

Take 5 credits:

- BIO 163 - Basic Anat and Physiology **5**  
or
- BIO 168 - Anatomy and Physiology I **4 and**
- BIO 169 - Anatomy and Physiology II **4**

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking **3**
- PHI 240 - Introduction to Ethics **3**

Note:

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).

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

### CoAPSG

9355 113th St. N, #7709 1711 Frank Avenue

Seminole, FL 33775 New Bern, NC 28560

Phone: 727-210-2350 Phone: 252-626-3238

Fax: 727-210-2354 Email: office@coapsg.org

Email: mail@caahep.org

The medical director for this program is John  
Fogarty, MD

## **Positron Emission Tomography**

### **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.

#### Major Courses

- PET 110 - Introduction to PET 2
- PET 112 - PET Procedures 3
- PET 125 - PET Radiopharmaceuticals 3
- PET 145 - PET Physics 3
- PET 210 - PET Clinical I 7
- PET 211 - PET Clinical II 7
- PET 218 - PET Protection 3
- PET 225 - PET Instrumentation 3
- PET 235 - Cross-Sectional Anatomy 3
- PET 248 - PET Topics 3

Total: 37 Credit Hours

## General Education Courses

- ENG 111 - Writing and Inquiry 3
- MAT 121 - Algebra/Trigonometry I 3

Total: 6 Credit Hours

### **Total Credits for Diploma: 43**

#### Note:

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).

## **Certificate**

### **PET Certificate (C4582001)**

#### Program Courses

- PET 112 - PET Procedures 3
- PET 125 - PET Radiopharmaceuticals 3
- PET 145 - PET Physics 3
- PET 218 - PET Protection 3
- PET 225 - PET Instrumentation 3

### **Total Credits for Certificate: 15**

#### Note:

\*This certificate does not include a clinical component.

## **Radiation Therapy**

### **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.

#### Major Courses

- RTT 121 - Special Imaging **2**
- RTT 210 - Radiobiology **2**
- RTT 220 - RAD Therapy Orientation **2**
- RTT 221 - Clinical Oncology I **3**
- RTT 222 - Clinical Oncology II **3**
- RTT 232 - RAD Therapy Procedures **2**
- RTT 233 - RAD Therapy Physics **2**
- RTT 234 - Clinical Dosimetry **2**
- RTT 240 - RTT Clinical Ed III **6**
- RTT 241 - RTT Clinical Ed IV **7**
- RTT 246 - RTT Clinical Ed V **6**
- RTT 250 - Radiation Therapy Capstone **1**

Total: 38 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry **3**
- MAT 121 - Algebra/Trigonometry I **3**

Total: 6 Credit Hours

#### Total Credits for Diploma: 44

##### Note:

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

##### Radiography, AAS (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.

#### Major Courses

- RAD 110 - Rad Intro & Patient Care **3**
- RAD 111 - RAD Procedures I **4**
- RAD 112 - RAD Procedures II **4**
- RAD 113 - RAD Lab Elective **1**
- RAD 121 - Image Production I **3**
- RAD 122 - Image Production II **2**
- RAD 141 - Radiation Safety **2**
- RAD 151 - RAD Clinical Ed I **2**
- RAD 161 - RAD Clinical Ed II **5**
- RAD 171 - RAD Clinical Ed III **3**
- RAD 181 - RAD Clinical Elective **1**
- RAD 211 - RAD Procedures III **3**
- RAD 231 - Image Production III **2**
- RAD 251 - RAD Clinical Ed IV **7**
- RAD 261 - RAD Clinical Ed V **7**
- RAD 271 - Radiography Capstone **3**

Total: 52 Credit Hours

## General Education Courses

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- MAT 121 - Algebra/Trigonometry I **3**
- PSY 150 - General Psychology **3**
- Humanities/Fine Arts **3 \***
- Natural Sciences **5 \***

Total: 20 Credit Hours

## Other Required Courses

- ACA 111 - College Student Success **1**

Total: 1 Credit Hours

## Total Credits for AAS Degree: 73

\*Recommended General Education Options:

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking **3**
- PHI 240 - Introduction to Ethics **3**

Natural Sciences:

Take 5 credits:

- BIO 163 - Basic Anat and Physiology **5**  
*or*
- BIO 168 - Anatomy and Physiology I **4 and**
- BIO 169 - Anatomy and Physiology II **4**

Note:

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

### Respiratory Therapy, AAS (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.

## Major Courses

- RCP 110 - Intro to Respiratory Care **4**
- RCP 111 - Therapeutics/Diagnostics **5**
- RCP 112 - Patient Management **4**
- RCP 114 - C-P Anatomy & Physiology **3**
- RCP 117 - Respiratory Care Pharmacology **2**
- RCP 123 - Special Practice Lab **1**
- RCP 132 - RCP Clinical Practice I **2**
- RCP 143 - RCP Clinical Practice II **3**
- RCP 153 - RCP Clinical Practice III **3**
- RCP 210 - Critical Care Concepts **4**
- RCP 211 - Adv Monitoring/Procedures **4**
- RCP 213 - Neonatal/Ped's Concepts **2**
- RCP 215 - Career Preparation **1**
- RCP 222 - Special Practice Lab **1**
- RCP 223 - Special Practice Lab **1**

- RCP 235 - RCP Clinical Practice IV **5**
- RCP 246 - RCP Clinical Practice V **6**

Total: 51 Credit Hours

#### General Education Courses

- ENG 111 - Writing and Inquiry **3**
- ENG 112 - Writing/Research in the Disc **3**
- MAT 121 - Algebra/Trigonometry I **3**
- PSY 150 - General Psychology **3**
- Humanities/Fine Arts **3 \***
- Natural Sciences **5 \***

Total: 20 Credit Hours

#### Other Required Courses

- ACA 111 - College Student Success **1**

Total: 1 Credit Hours

#### **Total Credits for AAS Degree: 72**

\*Recommended General Education Options:

Humanities/Fine Arts:

Take One:

- HUM 115 - Critical Thinking **3**
- PHI 240 - Introduction to Ethics **3**

Natural Sciences:

Take 5 credits:

- BIO 163 - Basic Anat and Physiology **5**  
or
- BIO 168 - Anatomy and Physiology I **4 and**
- BIO 169 - Anatomy and Physiology II **4**

Note:

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](mailto:tom@coarc.com)

The medical director for this program is Douglas Schiller, MD

#### **Surgical Technology**

#### **Surgical Technology (A45740)**

*PCC has a collaborative agreement with Edgecombe Community College (ECC) to offer the Surgical Technology Program. Through this agreement, students may earn general education course credits at PCC for transfer to the Surgical Technology Program at ECC.*

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

Program Requirements:

Host College:

Surgical Technology Curriculum-Collaboration with  
Edgecombe Community College

Note:

The Surgical Technology Program at Edgecombe  
Community College is accredited by the Commission  
on Accreditation of Allied Health Education

Programs (CAAHEP) upon the recommendation of  
the Accreditation Review Council on Education in  
Surgical Technology and Surgical Assisting  
(ARC/STSA).

Commission on Accreditation of Allied Health  
Education Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

## Public Services and Fine Arts Division

### Advertising and Graphic Design

#### Advertising and Graphic Design, AAS (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.

#### Fall I

- GRD 110 - Typography I 3
  - GRD 141 - Graphic Design I 4
  - GRD 151 - Computer Design Basics 3
  - GRD 156 - Computer Design Apps I 1
  - Drawing Elective (2 Credits):  
ART 131 or GRD 121\*
- Total Recommended Credits: 13

#### Spring I

- GRD 111 - Typography II 3
  - GRD 142 - Graphic Design II 4
  - GRD 152 - Computer Design Tech I 3
  - GRD 157 - Computer Design Apps II 1
  - Humanities/Fine Arts (3 Credits):  
ART 111\*, ART 114,  
ART 115, ENG 231, or ENG 232
- Total Recommended Credits: 14

#### Summer I

- ENG 111 - Writing and Inquiry 3

- GRD 240 - User Interface/User Experience 3
  - College Success (1 Credit): ACA 111\* or ACA 122
  - Communication (3 Credits): COM 110, COM 120, COM 140, COM 231\*, or ENG 112
  - Graphic Design Elective (1 Credit):  
GRD 281 or WBL 111\*
- Total Recommended Credits: 11

#### Fall II

- GRD 153 - Computer Design Tech II 3
  - GRD 188 - Graphic Design for Web I 3
  - GRD 241 - Graphic Design III 4
  - GRD 271 - Multimedia Design I 2
  - Social/Behavioral Sciences (3 Credits):  
PSY 150, SOC 210\*, or SOC 213
- Total Recommended Credits: 15

#### Spring II

- GRD 265 - Digital Print Production 3
  - GRD 272 - Multimedia Design II 2
  - GRD 280 - Portfolio Design 4
  - GRD 288 - Graphic Design for Web II 3
  - Natural Sciences/Math (3 Credits):  
AST 111 \* and AST 111A \*, BIO 110,  
BIO 111, BIO 140 and BIO 140A,  
BIO 161, GEL 111, MAT 110,  
MAT 143, PHY 110 and PHY 110A
- Total Recommended Credits: 15

Total Credits for AAS Degree: 68

#### Note:

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.

\*Recommended course

\*AST 151 and AST 151A may be substituted for AST 111 and AST 111A

## Diploma

### Fine Arts Supplemental Diploma (D3010001)

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

#### Major Courses

- GRD 110 - Typography I 3
- GRD 141 - Graphic Design I 4
- GRD 151 - Computer Design Basics 3
- GRD 152 - Computer Design Tech I 3
- GRD 156 - Computer Design Apps I 1
- GRD 157 - Computer Design Apps II 1
- Fine Arts Electives 12 \*

Total: 27 Credit Hours

#### General Education Courses

- COM 231 - Public Speaking 3
- ENG 111 - Writing and Inquiry 3
- Humanities/Fine Arts 3 \*

Total: 9 Credit Hours

Total Credits for Diploma: 36

\*Recommended Elective & General Education Options

#### Fine Arts Electives:

##### Take Four:

- ART 111 - Art Appreciation 3
- ART 113 - Art Methods and Materials 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- ART 117 - Non-Western Art History 3
- ART 121 - Two-Dimensional Design 3
- ART 122 - Three-Dimensional Design 3
- ART 131 - Drawing I 3
- ART 135 - Figure Drawing I 3
- ART 170 - The Business of Art 3
- ART 171 - Digital Design I 3
- ART 211 - Introduction to Art Education 3
- ART 212 - Gallery Assistantship I 3

- ART 213 - Gallery Assistantship II 3
- ART 218 - Glass Blowing I 3
- ART 219 - Glass Blowing II 3
- ART 231 - Printmaking I 3
- ART 240 - Painting I 3
- ART 241 - Painting II 3
- ART 245 - Metals I 3
- ART 246 - Metals II 3
- ART 247 - Jewelry I 3
- ART 248 - Jewelry II 3
- ART 250 - Surface Design: Textiles 3
- ART 260 - Photography Appreciation 3
- ART 261 - Photography I 3
- ART 262 - Photography II 3
- ART 264 - Digital Photography I 3
- ART 265 - Digital Photography III 3
- ART 271 - Digital Design II 3
- ART 281 - Sculpture I 3
- ART 282 - Sculpture II 3
- ART 283 - Ceramics I 3
- ART 284 - Ceramics II 3

#### Humanities/Fine Arts:

##### Take One:

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

## Certificate

### Advertising and Graphic Design Certificate (C3010002)

#### Program Courses

- GRD 110 - Typography I 3
- GRD 141 - Graphic Design I 4
- GRD 151 - Computer Design Basics 3
- GRD 152 - Computer Design Tech I 3
- GRD 156 - Computer Design Apps I 1
- GRD 157 - Computer Design Apps II 1

Total Credits for Certificate: 15

## CTE Pathway

### Advertising and Graphic Design Pathway (C30100H1)

#### Required Courses

- GRD 110 - Typography I 3
- GRD 141 - Graphic Design I 4
- GRD 151 - Computer Design Basics 3
- GRD 152 - Computer Design Tech I 3
- GRD 156 - Computer Design Apps I 1
- GRD 157 - Computer Design Apps II 1

Total Credits for Pathway: 15

### 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, AFA (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.

#### General Education Courses

- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- Com/Humanities/Fine Arts 3 \*
- Math 3 \*
- Natural Sciences 4 \*
- Social/Behavioral Sciences 6 \*
- Local GenEd 3 \*

Total: 25 Credit Hours

#### Other Required Courses

- ACA 122 - College Transfer Success 1
- MUS 121 - Music Theory I 3
- MUS 122 - Music Theory II 3
- MUS 125 - Aural Skills I 1
- MUS 126 - Aural Skills II 1
- MUS 151 - Class Music I 1
- MUS 152 - Class Music II 1
- MUS 161 - Applied Music I 2
- MUS 162 - Applied Music II 2
- CAA Plan 18 \*
- Ensemble 2\*

Total: 35 Credit Hours

Total Credits for AFA Degree: 60

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

#### Com/Humanities/Fine Arts:

#### Take One:

- ART 111 - Art Appreciation 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- COM 231 - Public Speaking 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- PHI 240 - Introduction to Ethics 3

#### Math:

#### Take One:

- MAT 143 - Quantitative Literacy 3
- MAT 171 - Precalculus Algebra 4

#### Natural Sciences:

#### Take 4 credits (includes any associated labs)

- AST 151 - General Astronomy I 3 *and*
- AST 151A - General Astronomy I Lab 1
- BIO 110 - Principles of Biology 4
- BIO 111 - General Biology I 4
- CHM 151 - General Chemistry I 4
- GEL 111 - Geology 4
- PHY 110 - Conceptual Physics 3 *and*

- PHY 110A - Conceptual Physics Lab 1

Social/Behavioral Sciences:

Take Two (minimum two subjects)

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

Local GenEd:

Take One:

- ASL 111 - Elementary ASL I 3
- ASL 112 - Elementary ASL II 3
- ASL 211 - Intermediate ASL I 3
- FRE 111 - Elementary French I 3
- FRE 112 - Elementary French II 3
- FRE 211 - Intermediate French I 3
- FRE 212 - Intermediate French II 3
- SPA 111 - Elementary Spanish I 3
- SPA 112 - Elementary Spanish II 3
- SPA 211 - Intermediate Spanish I 3
- SPA 212 - Intermediate Spanish II 3

Ensemble:

Take Two:

- MUS 131 - Chorus I 1
- MUS 132 - Chorus II 1
- MUS 133 - Band I 1
- MUS 134 - Band II 1
- MUS 137 - Orchestra I 1
- MUS 138 - Orchestra II 1
- MUS 141 - Ensemble I 1
- MUS 142 - Ensemble II 1
- MUS 231 - Chorus III 1
- MUS 232 - Chorus IV 1
- MUS 233 - Band III 1
- MUS 234 - Band IV 1
- MUS 237 - Orchestra III 1
- MUS 238 - Orchestra IV 1
- MUS 241 - Ensemble III 1
- MUS 242 - Ensemble IV 1

CAA Plan:

Take 18 credits (includes any associated labs):

- BIO 140 - Environmental Biology 3 *and*
- BIO 140A - Environmental Biology Lab 1
- CHM 131 - Introduction to Chemistry 3 *and*
- CHM 131A - Intro to Chemistry Lab 1
- CIS 110 - Introduction to Computers 3
- DRA 111 - Theatre Appreciation 3
- DRA 130 - Acting I 3
- DRA 131 - Acting II 3
- DRA 135 - Acting for the Camera I 3
- DRA 136 - Acting for the Camera II 3
- GEL 113 - Historical Geology 4
- GEL 230 - Environmental Geology 4
- MAT 152 - Statistical Methods I 4
- MUS 111 - Fundamentals of Music 3
- MUS 113 - American Music 3
- MUS 210 - History of Rock Music 3
- MUS 211 - History of Country Music 3
- MUS 214 - Electronic Music I 2
- MUS 217 - Elementary Conducting 2
- MUS 221 - Music Theory III 3
- MUS 222 - Music Theory IV 3
- MUS 225 - Aural Skills III 1
- MUS 226 - Aural Skills IV 1
- MUS 251 - Class Music III 1
- MUS 252 - Classic Music IV 1
- MUS 261 - Applied Music III 2
- MUS 262 - Applied Music IV 2
- MUS 271 - Music History I 3
- MUS 272 - Music History II 3
- REL 110 - World Religions 3

Note:

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

### **Associate in Fine Arts in Visual Arts, AFA (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.

#### General Education Courses

- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- Communications/Hum/FA 6 \*
- Math 3 \*
- Natural Sciences 4 \*
- Social/Behavioral Sciences 6 \*

Total: 25 Credit Hours

#### Other Required Courses

- ACA 122 - College Transfer Success 1
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- ART 121 - Two-Dimensional Design 3
- ART 122 - Three-Dimensional Design 3
- ART 131 - Drawing I 3
- Capstone 3\*
- Major Electives 16\*

Total: 35 Credit Hours

Total Credits for AFA Degree: 60

#### \*Recommended Courses

Capstone:

Take One:

- ART 170 - The Business of Art 3
- ART 215 - Visual Art Portfolio 3

Major Electives:

Take 16 credits:

- ART 113 - Art Methods and Materials 3
- ART 116 - Survey of American Art 3
- ART 117 - Non-Western Art History 3
- ART 132 - Drawing II 3
- ART 135 - Figure Drawing I 3
- ART 150 - New Technology for the Artist 3
- ART 170 - The Business of Art 3
- ART 171 - Digital Design I 3
- ART 211 - Introduction to Art Education 3
- ART 212 - Gallery Assistantship I 3
- ART 213 - Gallery Assistantship II 3

- ART 215 - Visual Art Portfolio 3
- ART 218 - Glass Blowing I 3
- ART 219 - Glass Blowing II 3
- ART 231 - Printmaking I 3
- ART 240 - Painting I 3
- ART 241 - Painting II 3
- ART 244 - Watercolor 3
- ART 245 - Metals I 3
- ART 246 - Metals II 3
- ART 247 - Jewelry I 3
- ART 248 - Jewelry II 3
- ART 250 - Surface Design: Textiles 3
- ART 260 - Photography Appreciation 3
- ART 261 - Photography I 3
- ART 262 - Photography II 3
- ART 264 - Digital Photography I 3
- ART 265 - Digital Photography III 3
- ART 271 - Digital Design II 3
- ART 275 - Introduction to Graphic Design 3
- ART 281 - Sculpture I 3
- ART 282 - Sculpture II 3
- ART 283 - Ceramics I 3
- ART 284 - Ceramics II 3
- ART 285 - Ceramics III 3
- ART 286 - Ceramics IV 3
- ENG 125 - Creative Writing I 3
- MUS 131 - Chorus I 1
- MUS 133 - Band I 1
- MUS 137 - Orchestra I 1
- MUS 141 - Ensemble I 1
- MUS 151 - Class Music I 1

Communication/Hum/FA:

Take Two (minimum two subjects):

- ART 111 - Art Appreciation 3
- COM 231 - Public Speaking 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- PHI 240 - Introduction to Ethics 3

Math:

Take One:

- MAT 143 - Quantitative Literacy 3
- MAT 152 - Statistical Methods I 4

- MAT 171 - Precalculus Algebra 4

Natural Sciences:

Take 4 credits (includes any associated labs):

- AST 151 - General Astronomy I 3 *and*
- AST 151A - General Astronomy I Lab 1
- BIO 110 - Principles of Biology 4
- BIO 111 - General Biology I 4
- CHM 151 - General Chemistry I 4
- GEL 111 - Geology 4
- PHY 110 - Conceptual Physics 3 *and*
- PHY 110A - Conceptual Physics Lab 1

Social/Behavioral Sciences:

Take Two (minimum two subjects):

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

Note:

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.

## CT Pathway

### College Transfer Pathway, AFAM (P1072C)

Required Courses

- ACA 122 - College Transfer Success 1
- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- MUS 111 - Fundamentals of Music 3
- MUS 151 - Class Music I 1
- Ensemble 2 \*
- Humanities/Fine Arts/Co 6 \*
- Math 3 \*
- Natural Sciences 4 \*
- Social/Behavioral Sciences 6 \*

Total Credits for Pathway: 32

\*Required General Education Options for Pathway

Ensemble:

Take Two:

- MUS 131 - Chorus I 1
- MUS 132 - Chorus II 1
- MUS 133 - Band I 1
- MUS 134 - Band II 1
- MUS 137 - Orchestra I 1
- MUS 138 - Orchestra II 1
- MUS 141 - Ensemble I 1
- MUS 142 - Ensemble II 1

Humanities/Fine Arts/Co

Take Two (minimum two subjects):

- ART 111 - Art Appreciation 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- DRA 111 - Theatre Appreciation 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- PHI 240 - Introduction to Ethics 3

Natural Sciences:

Take 4 credits (includes any associated labs):

- AST 151 - General Astronomy I 3 *and*
- AST 151A - General Astronomy I Lab 1
- BIO 110 - Principles of Biology 4
- BIO 111 - General Biology I 4
- CHM 151 - General Chemistry I 4
- GEL 111 - Geology 4
- PHY 110 - Conceptual Physics 3 *and*
- PHY 110A - Conceptual Physics Lab 1

Math:

Take One:

- MAT 143 - Quantitative Literacy 3

- MAT 152 - Statistical Methods I 4
- MAT 171 - Precalculus Algebra 4
- MAT 271 - Calculus I 4

Social/Behavioral Sciences:

Take Two (minimum two subjects):

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

Note:

Students who do not place directly into MAT 271 must complete MAT 171 and MAT 172 prior to enrolling in MAT 271.

### College Transfer Pathway, AFAV (P1062C)

Required Courses

- ACA 122 - College Transfer Success 1
- ART 121 - Two-Dimensional Design 3
- ART 131 - Drawing I 3
- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- Humanities/Fine Arts/Co 6 \*
- Math 3 \*
- Natural Sciences 4 \*
- Social/Behavioral Sciences 6 \*

Total Credits for Pathway: 32

\*Required General Education Options for Pathway

Humanities/Fine Arts/Co

Take Two (minimum two subjects):

- ART 111 - Art Appreciation 3
- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- DRA 111 - Theatre Appreciation 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3

- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- PHI 240 - Introduction to Ethics 3

Natural Sciences:

Take 4 credits (includes any associated labs):

- AST 151 - General Astronomy I 3 *and*
- AST 151A - General Astronomy I Lab 1
- BIO 110 - Principles of Biology 4
- BIO 111 - General Biology I 4
- CHM 151 - General Chemistry I 4
- GEL 111 - Geology 4
- PHY 110 - Conceptual Physics 3 *and*
- PHY 110A - Conceptual Physics Lab 1

Math:

Take One:

- MAT 143 - Quantitative Literacy 3
- MAT 152 - Statistical Methods I 4
- MAT 171 - Precalculus Algebra 4
- MAT 271 - Calculus I 4

Social/Behavioral Sciences:

Take Two (minimum two subjects):

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

Note:

Students who do not place directly into MAT 271 must complete MAT 171 and MAT 172 prior to enrolling in MAT 271.

## **Basic Law Enforcement Training**

### **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.

#### **Program Courses**

- CJC 110 - Basic Law Enforcement BLET 20

Total Credits for Certificate: 20

#### **Note:**

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

## **CE Programs**

### **Law Enforcement Training**

Pitt Community College offers a variety of law enforcement continuing education courses and is

committed to providing courses which are valuable in maintaining the proficiency of law enforcement officers, detention officers, and other public safety personnel.

Classes are organized based upon demonstration of sufficient interest and availability of required facilities and qualified instructors.

Funding measures require a minimum of ten (10) students for most classes; specialty courses often require greater participation and may carry additional fees.

#### **Program Contact & Information**

Thomas Forrest  
Director, Law Enforcement Training  
(252) 493-7572  
tlforrest960@my.pittcc.edu

Wendy Wooten  
Office Manager  
(252) 493-7572  
wdwooten545@my.pittcc.edu

For more information,  
visit: <https://pittcc.edu/community/continuing-education/law-enforcement-training/>

## **Criminal Justice Technology**

### **Criminal Justice Technology, AAS (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.

#### Fall I

- ACA 111 - College Student Success 1
  - CJC 111 - Intro to Criminal Justice 3
  - CJC 112 - Criminology 3
  - CJC 113 - Juvenile Justice 3
  - ENG 111 - Writing and Inquiry 3
  - Math (3 Credits): MAT 110\* or MAT 143
- Total Recommended Credits: 16

#### Spring I

- CJC 121 - Law Enforcement Operations 3
  - CJC 131 - Criminal Law 3
  - CJC 141 - Corrections 3
  - ENG 112 - Writing/Research in the Disc 3
  - Social/Behavioral Sciences (3 Credits): PSY 150 or SOC 210\*
- Total Recommended Credits: 15

#### Summer I

- CJT Elective (6 Credits): See below\*

#### Fall II

- CJC 120 - Interviews/Interrogations 2
  - CJC 212 - Ethics & Comm Relations 3
  - CJT Elective (3 Credits): See below\*
  - History Elective (3 Credits): HIS 111, HIS 112, HIS 131, HIS 132, or POL 120\*
  - Humanities/Fine Arts (3 Credits): ART 111, MUS 110\*, or PHI 240
- Total Recommended Credits: 14

#### Spring II

- CJC 114 - Investigative Photography 2
  - CJC 221 - Investigative Principles 4
  - CJC 231 - Constitutional Law 3
  - CJT Elective (6 Credits): See below
- Total Recommended Credits: 15

Total Credits for AAS Degree: 66

#### Note:

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.

#### \*Recommended course

\*CJT Elective options (15 total credits required):  
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

#### 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.

#### Certificate

##### Basics of Criminal Justice Certificate (C5518004)

#### Program Courses

- CJC 111 - Intro to Criminal Justice 3
- CJC 112 - Criminology 3
- CJC 113 - Juvenile Justice 3
- CJC 131 - Criminal Law 3

Total Credits for Certificate: 12

##### Corrections Certificate (C5518002)

#### Program Courses

- CJC 141 - Corrections 3
- CJC 213 - Substance Abuse 3
- CJC 223 - Organized Crime 3
- CJC 233 - Correctional Law 3

Total Credits for Certificate: 12

## **Essential Police Operations Certificate (C5518003)**

### **Program Courses**

- CJC 114 - Investigative Photography 2
- CJC 121 - Law Enforcement Operations 3
- CJC 122 - Community Policing 3
- CJC 212 - Ethics & Comm Relations 3
- CJC 221 - Investigative Principles 4

Total Credits for Certificate: 15

## **Introduction Certificate (C5518001)**

### **Program Courses**

- CJC 111 - Intro to Criminal Justice 3
- CJC 121 - Law Enforcement Operations 3
- CJC 132 - Court Procedure & Evidence 3
- CJC 141 - Corrections 3

Total Credits for Certificate: 12

## **CTE Pathway**

### **Criminal Justice Technology Pathway (C55180H1)**

#### **Required Courses**

- CJC 111 - Intro to Criminal Justice 3
- CJC 112 - Criminology 3
- CJC 131 - Criminal Law 3
- CJC 221 - Investigative Principles 4
- CJC 222 - Criminalistics 3

Total Credits for Pathway: 16

### **Criminal Justice Technology Pathway (C55180H3)**

#### **Required Courses**

- CJC 111 - Intro to Criminal Justice 3
- CJC 112 - Criminology 3
- CJC 113 - Juvenile Justice 3
- CJC 121 - Law Enforcement Operations 3
- CJC 141 - Corrections 3
- CJC 212 - Ethics & Comm Relations 3

Total Credits from Pathway: 18

## **Education and Child Development**

### **Associate in Arts in Teacher Preparation, AATP (A1010T)**

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

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

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

#### **General Education Courses**

- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- SOC 225 - Social Diversity 3
- Humanities/Fine Arts/Com 9\*
- Math 3\*
- Natural Sciences 4\*
- Social/Behavioral Sciences 6\*
- Additional GenEd 14\*

Total: 45 Credit Hours

#### **Other Required Courses**

- ACA 122 - College Transfer Success 1
- EDU 187 - Teaching and Learning for All 4
- EDU 216 - Foundations of Education 3
- EDU 250 - Teacher Licensure Preparation 3
- EDU 279 - Literacy Develop and Instruct 4

Total: 15 Credit Hours

Total Credits for AATP Degree: 60

\*Recommended Courses

Humanities/Fine Arts/Com:

Take Three (minimum two subjects):

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- ART 111 - Art Appreciation 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- DRA 111 - Theatre Appreciation 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- PHI 240 - Introduction to Ethics 3

Math:

Take One:

- MAT 152 - Statistical Methods I 4
- MAT 171 - Precalculus Algebra 4
- MAT 143 - Quantitative Literacy 3

Natural Sciences:

Take 4 credits (including any associated labs):

- AST 151 - General Astronomy I 3 *and*
- AST 151A - General Astronomy I Lab 1
- BIO 110 - Principles of Biology 4
- BIO 111 - General Biology I 4
- CHM 151 - General Chemistry I 4
- GEL 111 - Geology 4
- PHY 110 - Conceptual Physics 3 *and*
- PHY 110A - Conceptual Physics Lab 1

Social/Behavioral Sciences:

Take Two (minimum two subjects):

- ECO 251 - Prin of Microeconomics 3
- ECO 252 - Prin of Macroeconomics 3
- HIS 111 - World Civilizations I 3
- HIS 112 - World Civilizations II 3
- HIS 131 - American History I 3
- HIS 132 - American History II 3

- POL 120 - American Government 3
- PSY 150 - General Psychology 3
- SOC 210 - Introduction to Sociology 3

Additional GenEd:

Take 14 credits (including associated labs):

- ART 111 - Art Appreciation 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- ASL 111 - Elementary ASL I 3
- ASL 112 - Elementary ASL II 3
- AST 151 - General Astronomy I 3 *and*
- AST 151A - General Astronomy I Lab 1
- AST 152 - General Astronomy II 3 *and*
- AST 152A - General Astronomy II Lab 1
- BIO 110 - Principles of Biology 4
- BIO 111 - General Biology I 4
- BIO 112 - General Biology II 4
- BIO 140 - Environmental Biology 3 *and*
- BIO 140A - Environmental Biology Lab 1
- CHM 131 - Introduction to Chemistry 3 *and*
- CHM 131A - Intro to Chemistry Lab 1
- CHM 151 - General Chemistry I 4
- CIS 110 - Introduction to Computers 3
- COM 110 - Introduction to Communication 3
- COM 120 - Intro Interpersonal Com 3
- COM 140 - Intro Intercultural Com 3
- COM 231 - Public Speaking 3
- DRA 111 - Theatre Appreciation 3
- ECO 251 - Prin of Microeconomics 3
- ECO 252 - Prin of Macroeconomics 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- FRE 111 - Elementary French I 3
- FRE 112 - Elementary French II 3
- GEL 111 - Geology 4
- GEL 113 - Historical Geology 4
- GEL 230 - Environmental Geology 4
- HIS 111 - World Civilizations I 3
- HIS 112 - World Civilizations II 3
- HIS 131 - American History I 3
- HIS 132 - American History II 3
- HUM 115 - Critical Thinking 3
- HUM 120 - Cultural Studies 3
- HUM 130 - Myth in Human Culture 3
- MAT 143 - Quantitative Literacy 3
- MAT 152 - Statistical Methods I 4

- MAT 171 - Precalculus Algebra 4
- MAT 172 - Precalculus Trigonometry 4
- MAT 263 - Brief Calculus 4
- MAT 271 - Calculus I 4
- MAT 272 - Calculus II 4
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- MUS 113 - American Music 3
- MUS 210 - History of Rock Music 3
- PHI 240 - Introduction to Ethics 3
- PHY 110 - Conceptual Physics 3 *and*
- PHY 110A - Conceptual Physics Lab 1
- POL 120 - American Government 3
- PSY 150 - General Psychology 3
- PSY 241 - Developmental Psych 3
- PSY 281 - Abnormal Psychology 3
- REL 110 - World Religions 3
- SOC 210 - Introduction to Sociology 3
- SOC 213 - Sociology of the Family 3
- SPA 111 - Elementary Spanish I 3
- SPA 112 - Elementary Spanish II 3

### **Associate in Science in Teacher Preparation, ASTP (A1040T)**

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

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

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

#### **General Education Courses**

- ENG 111 - Writing and Inquiry 3

- ENG 112 - Writing/Research in the Disc 3
- SOC 225 - Social Diversity 3
- Communication/Hum/FA 6\*
- Math 8\*
- Natural Sciences 8\*
- Social/Behavioral Sciences 3\*
- Additional GenEd 11\*

Total: 45 Credit Hours

#### **Other Required Courses**

- ACA 122 - College Transfer Success 1
- EDU 187 - Teaching and Learning for All 4
- EDU 216 - Foundations of Education 3
- EDU 250 - Teacher Licensure Preparation 3
- EDU 279 - Literacy Develop and Instruct 4

Total: 15 Credit Hours

Total Credits for ASTP Degree: 60

#### **\*Recommended Courses**

##### **Humanities/Fine Arts/Com:**

##### **Take Two (minimum two subjects):**

- ART 111 - Art Appreciation 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- DRA 111 - Theatre Appreciation 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- PHI 240 - Introduction to Ethics 3

##### **Math:**

##### **Take Two:**

- MAT 171 - Precalculus Algebra 4
- MAT 172 - Precalculus Trigonometry 4
- MAT 263 - Brief Calculus 4
- MAT 271 - Calculus I 4
- MAT 272 - Calculus II 4

Natural Sciences:

Take One Group:

Group 1:

- AST 151 - General Astronomy I 3
- AST 151A - General Astronomy I Lab 1
- GEL 111 - Geology 4

Group 2:

- AST 151 - General Astronomy I 3
- AST 151A - General Astronomy I Lab 1
- PHY 110 - Conceptual Physics 3
- PHY 110A - Conceptual Physics Lab 1

Group 3:

- BIO 111 - General Biology I 4
- BIO 112 - General Biology II 4

Group 4:

- CHM 151 - General Chemistry I 4
- CHM 152 - General Chemistry II 4

Group 5:

- GEL 111 - Geology 4
- PHY 110 - Conceptual Physics 3
- PHY 110A - Conceptual Physics Lab 1

Group 6:

- PHY 151 - College Physics I 4
- PHY 152 - College Physics II 4

Group 7:

- PHY 251 - General Physics I 4
- PHY 252 - General Physics II 4

Social/Behavioral Sciences:

Take One:

- ECO 251 - Prin of Microeconomics 3
- ECO 252 - Prin of Macroeconomics 3
- HIS 111 - World Civilizations I 3
- HIS 112 - World Civilizations II 3
- HIS 131 - American History I 3

- HIS 132 - American History II 3
- POL 120 - American Government 3
- PSY 150 - General Psychology 3
- SOC 210 - Introduction to Sociology 3

Additional GenEd:

Take 11 credits (including any associated labs):

- ART 111 - Art Appreciation 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- ASL 111 - Elementary ASL I 3
- ASL 112 - Elementary ASL II 3
- AST 151 - General Astronomy I 3 *and*
- AST 151A - General Astronomy I Lab 1
- AST 152 - General Astronomy II 3 *and*
- AST 152A - General Astronomy II Lab 1
- BIO 110 - Principles of Biology 4
- BIO 111 - General Biology I 4
- BIO 112 - General Biology II 4
- CHM 151 - General Chemistry I 4
- CHM 152 - General Chemistry II 4
- CIS 110 - Introduction to Computers 3
- COM 110 - Introduction to Communication 3
- COM 120 - Intro Interpersonal Com 3
- COM 140 - Intro Intercultural Com 3
- COM 231 - Public Speaking 3
- DRA 111 - Theatre Appreciation 3
- ECO 251 - Prin of Microeconomics 3
- ECO 252 - Prin of Macroeconomics 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- FRE 111 - Elementary French I 3
- FRE 112 - Elementary French II 3
- GEL 111 - Geology 4
- GEL 113 - Historical Geology 4
- GEL 230 - Environmental Geology 4
- HIS 111 - World Civilizations I 3
- HIS 112 - World Civilizations II 3
- HIS 131 - American History I 3
- HIS 132 - American History II 3
- HUM 115 - Critical Thinking 3
- HUM 120 - Cultural Studies 3
- HUM 130 - Myth in Human Culture 3
- MAT 152 - Statistical Methods I 4
- MAT 171 - Precalculus Algebra 4
- MAT 172 - Precalculus Trigonometry 4
- MAT 263 - Brief Calculus 4

- MAT 271 - Calculus I 4
- MAT 272 - Calculus II 4
- MAT 273 - Calculus III 4
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- MUS 113 - American Music 3
- MUS 210 - History of Rock Music 3
- PHI 240 - Introduction to Ethics 3
- PHY 110 - Conceptual Physics 3 *and*
- PHY 110A - Conceptual Physics Lab 1
- PHY 151 - College Physics I 4
- PHY 152 - College Physics II 4
- PHY 251 - General Physics I 4
- PHY 252 - General Physics II 4
- POL 120 - American Government 3
- PSY 150 - General Psychology 3
- PSY 241 - Developmental Psych 3
- PSY 281 - Abnormal Psychology 3
- REL 110 - World Religions 3
- SOC 210 - Introduction to Sociology 3
- SOC 213 - Sociology of the Family 3
- SPA 111 - Elementary Spanish I 3
- SPA 112 - Elementary Spanish II 3

### **Early Childhood Education, AAS (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.

#### **Fall I**

- EDU 119 - Intro to Early Child Educ 4
  - EDU 131 - Child, Family, and Community 3
  - EDU 144 - Child Development I 3
  - College Success (1 Credit): ACA 111\* or ACA 122
  - Humanities/Fine Arts (3 Credits): ART 111, HUM 115, MUS 110\*, or PHI 240
- Total Recommended Credits: 14

#### **Spring I**

- EDU 145 - Child Development II 3
  - EDU 146 - Child Guidance 3
  - EDU 151 - Creative Activities 3
  - EDU 153 - Health, Safety, and Nutrition 3
- Total Recommended Credits: 12

#### **Summer I**

- EDU 234 - Infants, Toddlers, and Twos 3
  - ENG 111 - Writing and Inquiry 3
  - PSY 150 - General Psychology 3
  - Computer Elective (3 Credits): CIS 110\* or OST 137
- Total Recommended Credits: 12

#### **Fall II**

- EDU 251 - Exploration Activities 3
  - EDU 259 - Curriculum Planning 3
  - ENG 112 - Writing/Research in the Disc 3
  - Natural Sciences/Math (3 Credits): AST 111 + and AST 111A +, GEL 111, or MAT 110
  - Specialty (3 Credits): EDU 149 or EDU 261
- Total Recommended Credits: 15

#### **Spring II**

- EDU 221 - Children with Exceptionalities 3

- EDU 280 - Language/Literacy Experiences 3
- EDU 284 - Early Child Capstone Prac 4
- Elective (3 Credits): ART 111, ART 114, ART 115, AST 111 + and AST 111A +, BIO 110, BIO 111, COM 231, EDU 149, EDU 216, EDU 235, EDU 261, EDU 262, HIS 111, HIS 112, HIS 131, HIS 132, MUS 110, MUS 112, or SOC 210  
Total Recommended Credits: 13

Total Credits for AAS Degree: 66

Note:

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.

\*Recommended course

+AST 151 and AST 151A may be substituted for AST 111 and AST 111A

Early Childhood Education: Birth Through Kindergarten, AAS (A55220L)

An Early Childhood Articulation Agreement has been established that offers the following licensure option.

Fall I

- ACA 122 - College Transfer Success 1
- COM 231 - Public Speaking 3
- EDU 119 - Intro to Early Child Educ 4
- EDU 144 - Child Development I 3

- ENG 111 - Writing and Inquiry 3  
Total Recommended Credits: 14

Spring I

- EDU 131 - Child, Family, and Community 3
- EDU 145 - Child Development II 3
- ENG 112 - Writing/Research in the Disc 3
- MAT 143 - Quantitative Literacy 3
- Social/Behavioral Transfer Elective (3 Credits): ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, or SOC 210\*  
Total Recommended Credits: 15

Summer I

- EDU 151 - Creative Activities 3
- Biological Sciences Transfer Elective (4 Credits): BIO 110\* or BIO 111
- Humanities/Fine Arts (3 Credits): ART 111, ART 114, ART 115, MUS 110\*, MUS 112, or PHI 240
- Natural Sciences Transfer Elective (4 Credits): AST 111 and AST 111A, AST 151 and AST 151A, GEL 111\*, or PHY 110 and PHY 110A  
Total Recommended Credits: 14

Fall II

- EDU 146 - Child Guidance 3
- EDU 153 - Health, Safety, and Nutrition 3
- EDU 234 - Infants, Toddlers, and Twos 3
- EDU 280 - Language/Literacy Experiences 3
- PSY 150 - General Psychology 3  
Total Recommended Credits: 15

Spring II

- EDU 216 - Foundations of Education 3
- EDU 221 - Children with Exceptionalities 3
- EDU 250 - Teacher Licensure Preparation 3
- EDU 284 - Early Child Capstone Prac 4  
Total Recommended Credits: 13

Total Credits for AAS Degree: 71

Note:

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.

\*Recommended course

Early Childhood Education: Early Education Non-Licensure, AAS (A55220A)

An Early Childhood Articulation Agreement has been established that offers the following non-licensure option.

#### Fall I

- ACA 122 - College Transfer Success 1
  - COM 231 - Public Speaking 3
  - EDU 119 - Intro to Early Child Educ 4
  - EDU 144 - Child Development I 3
  - ENG 111 - Writing and Inquiry 3
- Total Recommended Hours: 14

#### Spring I

- MAT 143 - Quantitative Literacy 3
  - EDU 131 - Child, Family, and Community 3
  - EDU 145 - Child Development II 3
  - ENG 112 - Writing/Research in the Disc 3
  - Social/Behavioral Transfer Elective (3 Credits):  
ECO 251, ECO 252, HIS 111, HIS 112, HIS 131,  
HIS 132, POL 120, or SOC 210\*
- Total Recommended Credits: 15

#### Summer I

- EDU 146 - Child Guidance 3
- EDU 151 - Creative Activities 3
- EDU 261 - Early Childhood Admin I 3

- Humanities/Fine Arts (3 Credits): ART 111, ART 114, ART 115, MUS 110\*, MUS 112, or PHI 240
- Total Recommended Credits: 12

#### Fall II

- EDU 153 - Health, Safety, and Nutrition 3
  - EDU 221 - Children with Exceptionalities 3
  - EDU 262 - Early Childhood Admin II 3
  - EDU 280 - Language/Literacy Experiences 3
  - Natural Sciences Transfer Elective (4 Credits):  
AST 111 and AST 111A, AST 151 and AST 151A,  
GEL 111\*, PHY 110 and PHY 110A
- Total Recommended Credits: 16

#### Spring II

- EDU 234 - Infants, Toddlers, and Twos 3
  - EDU 284 - Early Child Capstone Prac 4
  - PSY 150 - General Psychology 3
  - Biological Sciences Transfer Elective (4 Credits):  
BIO 110\* or BIO 111
- Total Recommended Credits: 14

Total Credits for AAS Transfer Degree: 71

Note:

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.

\*Recommended course

## Diploma

### Early Childhood Education Diploma (D5522001)

#### Major Courses

- EDU 119 - Intro to Early Child Educ 4
  - EDU 131 - Child, Family, and Community 3
  - EDU 144 - Child Development I 3
  - EDU 145 - Child Development II 3
  - EDU 146 - Child Guidance 3
  - EDU 151 - Creative Activities 3
  - EDU 153 - Health, Safety, and Nutrition 3
  - EDU 221 - Children with Exceptionalities 3
  - EDU 284 - Early Child Capstone Prac 4
  - Computer Elective (3 Credits): CIS  
110 or OST 137
- Total 32

#### General Education Courses

- ENG 111 - Writing and Inquiry 3
  - ENG 112 - Writing/Research in the Disc 3
- Total 6

#### Other Required Courses

- Other Requirement (1 Credit): ACA  
111 or ACA 122
- Total 1

Total Credits for Diploma: 39

## Certificate

### Administration Certificate (C5522001)

#### Program Courses

- EDU 119 - Intro to Early Child Educ 4
- EDU 131 - Child, Family, and Community 3
- EDU 146 - Child Guidance 3
- EDU 261 - Early Childhood Admin I 3
- EDU 262 - Early Childhood Admin II 3

Total Credits for Certificate: 16

### Autism Certificate (C5522006)

#### Program Courses

- EDU 119 - Intro to Early Child Educ 4

- EDU 144 - Child Development I 3
- EDU 145 - Child Development II 3
- EDU 149 - Autism Technical Concepts 3
- EDU 221 - Children with Exceptionalities 3

Total Credits for Certificate: 16

### Early Childhood Education Certificate (C5522002)

#### Program Courses

- EDU 119 - Intro to Early Child Educ 4
- EDU 144 - Child Development I 3
- EDU 145 - Child Development II 3
- EDU 146 - Child Guidance 3
- EDU 153 - Health, Safety, and Nutrition 3

Total Credits for Certificate: 16

### Infant and Toddler Certificate (C5522003)

#### Program Courses

- EDU 119 - Intro to Early Child Educ 4
- EDU 131 - Child, Family, and Community 3
- EDU 144 - Child Development I 3
- EDU 153 - Health, Safety, and Nutrition 3
- EDU 234 - Infants, Toddlers, and Twos 3

Total Credits for Certificate: 16

### School Age Certificate (C5522004)

#### Program Courses

- EDU 119 - Intro to Early Child Educ 4
- EDU 145 - Child Development II 3
- EDU 146 - Child Guidance 3
- EDU 153 - Health, Safety, and Nutrition 3
- EDU 235 - School-Age Develop & Programs 3

Total Credits for Certificate: 16

### Special Education Certificate (C5522005)

#### Program Courses

- EDU 119 - Intro to Early Child Educ 4
- EDU 144 - Child Development I 3
- EDU 145 - Child Development II 3

- EDU 146 - Child Guidance 3
- EDU 221 - Children with Exceptionalities 3

Total Credits for Certificate: 16

### CT Pathway

#### College Transfer Pathway, AATP (P1012T)

##### Required Courses

- ACA 122 - College Transfer Success 1
- EDU 187 - Teaching and Learning for All 4
- EDU 216 - Foundations of Education 3
- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- SOC 225 - Social Diversity 3
- Humanities/Fine Arts/Com 9\*
- Math 3\*
- Natural Sciences 4\*
- Social/Behavioral Sciences 6\*

Total Credits for Pathway: 39

\*Required General Education Options for Pathway:

Humanities/Fine Arts/Com:

Take Three (minimum two subjects):

- ART 111 - Art Appreciation 3
- ART 114 - Art History Survey I 3
- ART 115 - Art History Survey II 3
- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- DRA 111 - Theatre Appreciation 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- PHI 240 - Introduction to Ethics 3

Math:

Take One:

- MAT 143 - Quantitative Literacy 3
- MAT 152 - Statistical Methods I 4
- MAT 171 - Precalculus Algebra 4

Natural Sciences:

Take 4 credits (includes any associated labs):

- AST 151 - General Astronomy I 3 *and*
- AST 151A - General Astronomy I Lab 1
- BIO 110 - Principles of Biology 4
- BIO 111 - General Biology I 4
- CHM 151 - General Chemistry I 4
- GEL 111 - Geology 4
- PHY 110 - Conceptual Physics 3 *and*
- PHY 110A - Conceptual Physics Lab 1

Social/Behavioral Sciences:

Take Two (minimum two subjects):

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

#### College Transfer Pathway, ASTP (P1042T)

##### Required Courses

- ACA 122 - College Transfer Success 1
- EDU 187 - Teaching and Learning for All 4
- EDU 216 - Foundations of Education 3
- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3
- SOC 225 - Social Diversity 3
- Humanities/Fine Arts/Com 6\*
- Math 8\*
- Natural Sciences 8\*
- Social/Behavioral Sciences 3\*

Total Credits for Pathway: 42

\*Required General Education Options for Pathway:

Humanities/Fine Arts/Com:

Take Two (minimum two subjects):

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

- COM 120 - Intro Interpersonal Com 3
- COM 231 - Public Speaking 3
- DRA 111 - Theatre Appreciation 3
- ENG 231 - American Literature I 3
- ENG 232 - American Literature II 3
- ENG 241 - British Literature I 3
- ENG 242 - British Literature II 3
- MUS 110 - Music Appreciation 3
- MUS 112 - Introduction to Jazz 3
- PHI 240 - Introduction to Ethics 3

Math:

Take Two:

- MAT 171 - Precalculus Algebra 4
- MAT 172 - Precalculus Trigonometry 4
- MAT 263 - Brief Calculus 4
- MAT 271 - Calculus I 4
- MAT 272 - Calculus II 4

Natural Sciences:

Take One Group:

Group 1:

- AST 151 - General Astronomy I 3
- AST 151A - General Astronomy I Lab 1
- GEL 111 - Geology 4

Group 2:

- AST 151 - General Astronomy I 3
- AST 151A - General Astronomy I Lab 1
- PHY 110 - Conceptual Physics 3
- PHY 110A - Conceptual Physics Lab 1

Group 3:

- BIO 111 - General Biology I 4
- BIO 112 - General Biology II 4

Group 4:

- CHM 151 - General Chemistry I 4
- CHM 152 - General Chemistry II 4

Group 5:

- GEL 111 - Geology 4
- PHY 110 - Conceptual Physics 3

- PHY 110A - Conceptual Physics Lab 1

Group 6:

- PHY 151 - College Physics I 4
- PHY 152 - College Physics II 4

Group 7:

- PHY 251 - General Physics I 4
- PHY 252 - General Physics II 4

Social/Behavioral Sciences:

Take One:

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

## CTE Pathway

### Early Childhood Education Pathway (C55220H1)

Required Courses

- EDU 119 - Intro to Early Child Educ 4
- EDU 144 - Child Development I 3
- EDU 145 - Child Development II 3
- EDU 151 - Creative Activities 3

Total Credits for Pathway: 13

## Human Services Technology

### Human Services Technology Gerontology, AAS (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.

#### Fall I

- ENG 111 - Writing and Inquiry 3
- GRO 120 - Gerontology 3
- HSE 110 - Intro to Human Services 3
- HSE 112 - Group Process I 2
- HSE 135 - Orientation Lab I 1
- PSY 150 - General Psychology 3
- College Success (1 Credits): ACA 111\* or ACA 122

Total Recommended Credits: 16

#### Spring I

- GRO 250 - Aging Policies Programs & Serv 2
- HSE 225 - Crisis Intervention 3
- MED 121 - Medical Terminology I 3
- Communication (3 Credits): COM 231\* or ENG 112
- Humanities/Fine Arts (3 Credits): HUM 115 or HUM 120\*

Total Recommended Credits: 14

#### Summer I

- PSY 241 - Developmental Psych 3
- PSY 281 - Abnormal Psychology 3
- Computer Elective (2 Credits): CIS 110 or CIS 111\*
- Required Sociology (3 Credits): SOC 210 or SOC 213\*

Total Recommended Credits: 11

#### Fall II

- GRO 230 - Health, Wellness, & Nutrit 4
- HSE 123 - Interviewing Techniques 3
- Natural Sciences (3 Credits): BIO 110 or BIO 161\*
- Major Elective (3 Credits): GRO 150\*, HMT 110, HMT 211,

HMT 212, HSC 110, HSE 255, MED 180, SAB 110\*, SWK 110, SWK 113, WBL 121

Total Recommended Credits: 13

#### Spring II

- GRO 220 - Psy/Soc Aspects of Aging 3
- HSE 125 - Counseling 3
- HSE 210 - Human Services Issues 2
- WBL 111 - Work-Based Learning I 1
- WBL 115 - Work-Based Learning Seminar I 1
- Case Management (3 Credits): GRO 240\*, HSE 220, or SAB 125

Total Recommended Credits: 13

Total Credits for AAS Degree: 67

#### Note:

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.

\*Recommended course

#### Human Services Technology, AAS (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.

#### Fall I

- ENG 111 - Writing and Inquiry 3
  - HSE 110 - Intro to Human Services 3
  - HSE 112 - Group Process I 2
  - HSE 135 - Orientation Lab I 1
  - SAB 110 - Substance Abuse Overview 3
  - College Success (1 Credit): ACA 111\* or ACA 122
- Total Recommended Credits: 13

#### Spring I

- GRO 120 - Gerontology 3
  - HSE 225 - Crisis Intervention 3
  - PSY 150 - General Psychology 3
  - Communication (3 Credits): COM 231\* or ENG 112
  - Natural Sciences (3 Credits): BIO 110 or BIO 161\*
- Total Recommended Credits: 15

#### Summer I

- PSY 241 - Developmental Psych 3
  - Computer Elective (2 Credits): CIS 110\* or CIS 111
  - Humanities/Fine Arts (3 Credits): HUM 115 or HUM 120\*
  - Required Sociology (3 Credits): SOC 210 or SOC 213\*
- Total Recommended Credits: 11

#### Fall II

- HSE 123 - Interviewing Techniques 3
  - HSE 212 - Group Process II 2
  - PSY 281 - Abnormal Psychology 3
  - WBL 111 - Work-Based Learning I 1
  - WBL 115 - Work-Based Learning Seminar I 1
  - Major Elective (3 Credits): See below\*
- Total Recommended Credits: 13

#### Spring II

- HSE 125 - Counseling 3
- HSE 210 - Human Services Issues 2

- Case Management (3 Credits): GRO 240, HSE 220\*, or SAB 125
  - Major Elective (6 Credits): See below\*
- Total Recommended Credits: 14

Total Credits for AAS Degree: 66

#### Note:

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.

\*Major Elective options (9 total credits required): GRO 150, HSC 110, HSE 242\*, HSE 251, SWK 110\*, SWK 113\*, WBL 121.

\*Recommended course

### **Human Services Technology/Addiction and Recovery Studies, AAS (A4538E)**

The Human Services Technology/Addiction and Recovery Studies 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, DWI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Addiction Specialist Professional Practice Board.

#### Fall I

- ENG 111 - Writing and Inquiry 3

- HSE 110 - Intro to Human Services 3
- HSE 112 - Group Process I 2
- HSE 135 - Orientation Lab I 1
- PSY 150 - General Psychology 3
- SAB 110 - Substance Abuse Overview 3
- College Success (1 Credit): ACA 111\* or ACA 122

Total Recommended Credits: 16

#### Spring I

- HSE 225 - Crisis Intervention 3
- SAB 125 - SA Case Management 3
- SAB 135 - Addictive Process 3
- Communication (3 Credits): COM 231\* or ENG 112
- Natural Sciences (3 Credits): BIO 110 or BIO 161\*

Total Recommended Credits: 15

#### Summer I

- PSY 241 - Developmental Psych 3
- SOC 213 - Sociology of the Family 3
- Computer Elective (2 Credits): CIS 110\* or CIS 111
- Humanities/Fine Arts (3 Credits): HUM 115\* or HUM 120

Total Recommended Credits: 11

#### Fall II

- HSE 123 - Interviewing Techniques 3
- SAB 210 - Addiction and Recovery Counsel 3
- Required Electives (3 Credits): GRO 120, GRO 150, HSC 110, HSE 212, HSE 242\*, HSE 255, SWK 110, SWK 113, WBL 121
- Social/Behavioral Sciences (3 Credits): SOC 210\* or SOC 225

Total Recommended Credits: 12

#### Spring II

- HSE 125 - Counseling 3
- HSE 210 - Human Services Issues 2
- SAB 120 - Intake and Assessment 3
- SAB 240 - SAB Issues in Client Serv 3
- WBL 111 - Work-Based Learning I 1
- WBL 115 - Work-Based Learning Seminar I 1

Total Recommended Credits: 13

Total Credits for AAS Degree: 67

Note:

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.

\*Recommended course

### Diploma

#### Human Services Technology Diploma (D4538001)

##### Major Courses

- GRO 120 - Gerontology 3
- HSE 110 - Intro to Human Services 3
- HSE 112 - Group Process I 2
- HSE 123 - Interviewing Techniques 3
- HSE 135 - Orientation Lab I 1
- HSE 225 - Crisis Intervention 3
- PSY 150 - General Psychology 3
- SAB 110 - Substance Abuse Overview 3
- Case Management Credits: 3\*
- Computer Elective Credits: 2\*

Total: 26 Credit Hours

##### General Education Courses

- BIO 161 - Intro to Human Biology 3
- ENG 111 - Writing and Inquiry 3
- Communication/Humanities 3 \*

Total: 9 Credit Hours

##### Other Required Courses

- Other Requirement 1 \*

Total: 1 Credit Hours

Total Credits for Diploma: 36

\*Recommended Elective & General Education  
Options for Diploma

Case Management:

Take One:

- GRO 240 - Gerontology Care Managing 3
- HSE 220 - Case Management 3
- SAB 125 - SA Case Management 3

Computer Elective:

Take One:

- CIS 110 - Introduction to Computers 3
- CIS 111 - Basic PC Literacy 2

Communication/Humanities:

Take One:

- COM 231 - Public Speaking 3
- HUM 120 - Cultural Studies 3

Other Requirements:

Take One:

- ACA 111 - College Student Success 1
- ACA 122 - College Transfer Success 1

## Certificate

### Aging Studies Certificate (C4538B01)

Major Courses

- GRO 120 - Gerontology 3
- GRO 220 - Psy/Soc Aspects of Aging 3
- GRO 230 - Health, Wellness, & Nutrit 4
- GRO 240 - Gerontology Care Managing 3
- PSY 150 - General Psychology 3
- Required Electives 2 \*

Total Credits for Certificate: 18

\*Recommended Electives for Certificate

Required Electives:

Take One:

- GRO 150 - Substance Use and Aging 3
- GRO 250 - Aging Policies Programs & Serv 2
- HMT 110 - Intro to Healthcare Mgt 3
- HMT 211 - Long-Term Care Admin 3
- MED 121 - Medical Terminology I 3

### Substance Abuse Certificate (C4538E01)

Major Courses

- SAB 110 - Substance Abuse Overview 3
- SAB 120 - Intake and Assessment 3
- SAB 125 - SA Case Management 3
- SAB 135 - Addictive Process 3
- SAB 210 - Addiction and Recovery Counsel 3
- SAB 240 - SAB Issues in Client Serv 3

Total Credits for Certificate: 18

## CTE Pathway

### Human Services Technology Pathway (C45380H1)

Required Courses

- HSC 110 - Orientation to Health Careers 1
- HSE 110 - Intro to Human Services 3
- HSE 112 - Group Process I 2
- HSE 125 - Counseling 3
- HSE 225 - Crisis Intervention 3
- SAB 110 - Substance Abuse Overview 3
- SOC 213 - Sociology of the Family 3

Total Credits for Pathway: 18

### Human Services Technology Pathway (C45380H2)

Required Courses

- HEA 110 - Personal Health/Wellness 3
- HSC 110 - Orientation to Health Careers 1
- HSE 110 - Intro to Human Services 3
- HSE 112 - Group Process I 2
- HSE 125 - Counseling 3
- HSE 225 - Crisis Intervention 3
- SOC 213 - Sociology of the Family 3

## Paralegal Technology

### Paralegal Technology, AAS (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.

#### Fall I

- ENG 111 - Writing and Inquiry 3
- LEX 110 - Intro to Paralegal Study 2
- SPA 111 - Elementary Spanish I 3
- College Success (1 Credit): ACA 111\* or ACA 122
- Communication (3 Credits): COM 120 or COM 231\*
- Math (3 Credits): MAT 110\*, MAT 143, or MAT 171

Total Recommended Credits: 15

#### Spring I

- ACC 111 - Financial Accounting 3
- ENG 112 - Writing/Research in the Disc 3
- LEX 120 - Legal Research/Writing I 3
- LEX 160 - Criminal Law & Procedure 3
- Social/Behavioral Sciences (3 Credits): POL 120\* or SOC 210

Total Recommended Credits: 15

#### Summer I

- CIS 110 - Introduction to Computers 3
- LEX 121 - Legal Research/Writing II 3
- LEX 130 - Civil Injuries 3
- Humanities/Fine Arts (3 Credits): HUM 115\* or PHI 240

Total Recommended Credits: 12

#### Fall II

- LEX 140 - Civil Litigation I 3
- LEX 150 - Commercial Law I 3
- LEX 210 - Real Property I 3
- LEX 240 - Family Law 3
- LEX 250 - Wills, Estates, & Trusts 3
- Co-op Requirement (2 Credits): LEX 170, WBL 112, WBL 111 and WBL 121

Total Recommended Credit: 17

#### Spring II

- LEX 141 - Civil Litigation II 3
- LEX 151 - Commercial Law II 3
- LEX 211 - Real Property II 3
- LEX 260 - Bankruptcy and Collections 3
- LEX 280 - Ethics & Professionalism 2
- Major Elective (2 Credit): OST 131, OST 136, WBL 111 and WBL 115, WBL 111 and WBL 121, WBL 112\*

Total Recommended Credit: 16

Total Credits for AAS Degree: 75

#### Note:

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.

\*Recommended course

## Diploma

### Paralegal Technology Diploma (D2538001)

#### Major Courses

- LEX 110 - Intro to Paralegal Study 2
- LEX 120 - Legal Research/Writing I 3
- LEX 121 - Legal Research/Writing II 3
- LEX 130 - Civil Injuries 3
- LEX 140 - Civil Litigation I 3
- LEX 141 - Civil Litigation II 3
- LEX 150 - Commercial Law I 3
- LEX 280 - Ethics & Professionalism 2
- Major Electives 12 \*

Total: 34 Credit Hours

#### General Education Courses

- Communication 3 \*
- General Education Electives 3 \*

Total: 6 Credit Hours

Total Credits for Diploma: 40

\*Recommended Elective & General Education  
Options for Diploma

#### Major Electives:

Take 12 credits:

- ACC 111 - Financial Accounting 3
- CIS 110 - Introduction to Computers 3
- LEX 151 - Commercial Law II 3
- LEX 160 - Criminal Law & Procedure 3
- LEX 170 - Administrative Law 2
- LEX 210 - Real Property I 3
- LEX 211 - Real Property II 3
- LEX 240 - Family Law 3
- LEX 250 - Wills, Estates, & Trusts 3
- LEX 260 - Bankruptcy and Collections 3
- WBL 111 - Work-Based Learning I 1
- WBL 112 - Work-Based Learning II 2

#### Communication:

Take One:

- ENG 111 - Writing and Inquiry 3
- ENG 112 - Writing/Research in the Disc 3

- COM 231 - Public Speaking 3

#### General Education Electives:

Take One:

- HUM 115 - Critical Thinking 3
- MAT 110 - Math Measurement & Literacy 3
- MAT 143 - Quantitative Literacy 3
- MAT 171 - Precalculus Algebra 4
- POL 120 - American Government 3
- SOC 210 - Introduction to Sociology 3

#### Note:

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.

## Course Descriptions

### Academic Related

#### ACA 090 - Student Success Strategies

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. *(Not intended for College Transfer)*

## ACA 122 - College Transfer Success

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *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

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DMA 010, DMA 020, and DMA 030 or MAT 003 with grade P1

**Local Corequisite:** None

This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

#### ACC 120 - Prin of Financial Accounting

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DMA 010, DMA 020, and DMA 030 or MAT 003 with grade P1

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** ACC 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DMA 010, DMA 020, and DMA 030 or MAT 003 with grade P1

**Local Corequisite:** None

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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** ACC 115 or ACC 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** ACC 115 or ACC 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** ACC 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ACC 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ACC 220

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** AHR 111 or ELC 111

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** AHR 110

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** AHR 110 or AHR 113

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** AHR 110

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** AHR 111, ELC 111, or ELC 112

**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** AHR 112 or AHR 113  
**Local Prerequisite:** AHR 110  
**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** AHR 112 or AHR 113  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low-pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

### **AHR 180 - HVACR Customer Relations**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

**AHR 211 - Residential System Design**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** AHR 114

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** AHR 111, ELC 111, or ELC 112

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** AHR 133  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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.

## **Architecture**

### **ARC 111 - Intro to Arch Technology**

Class Hours: 1 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ARC 111  
**Corequisite:** ARC 112  
**Local Prerequisite:** ARC 114  
**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** ARC 114

**Local Prerequisite:** None

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ARC 113 and MAT 121

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ARC 112 or CAR 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 211 - Light Constr Technology**

Class Hours: 1 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ARC 111

**Corequisite:** ARC 112

**Local Prerequisite:** ARC 113 and ARC 131

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** ARC 111, ARC 112, and ARC 114

**Corequisite:** None

**Local Prerequisite:** ARC 211

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** ARC 225

**Local Prerequisite:** None

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** ARC 111 and MAT 121 or ARC 111 and MAT 171

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** ARC 111

**Corequisite:** None

**Local Prerequisite:** ARC 264

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ARC 111 or LAR 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms

including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** ART 121  
**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 131

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 131

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 150 - New Technology for the Artist**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$22.50 Lab

This course introduces artists to new and evolving hardware and software technology that aids in the creation of artwork. Emphasis is placed on digital processes that result in the creation of physical and digital artworks. Upon completion, students should be able to create and manipulate forms in both 2D & 3D digital spaces and apply these techniques to multiple technologies that aid in the creation of artwork. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## **ART 170 - The Business of Art**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces artists to the skills and knowledge needed to develop their artistic practice into a small business. Emphasis is placed on the skills need to turn an artistic practice into a small business, such as marketing, image documentation, taxes, incorporating, and the logistics of working with galleries or participating in craft shows. Upon completion, students should be able to document their work and advertise it in a professional fashion, file taxes as a sole proprietor, understand the legalities of an LLC, and start to monetize their artistic practice in a variety of settings. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## **ART 171 - Digital Design I**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 211 - Introduction to Art Education**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces students to art education and current practices in teaching art from pre-kindergarten to grade 12. Emphasis is placed on North Carolina State Standards, lesson plan development, teaching pedagogy, child psychology, and job market research. Upon completion, students should be able to write lesson plans that align with state standards for preschool, elementary, middle, and high schools in North Carolina. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## **ART 212 - Gallery Assistantship I**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 212

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** ART 218

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 240

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 245  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 247  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 261

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 264

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 171

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 281

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 283

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 283

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 285 - Ceramics III**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 284

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$22.50 Lab

This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. *This course has been approved for transfer under the*

*CAA as a premajor and/or elective course requirement.*

## **ART 286 - Ceramics IV**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ART 285

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$22.50 Lab

This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium. *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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ASL 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** ASL 181

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ASL 112

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.*

## **ASL 281 - ASL Lab**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** ASL 182

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** ASL 211

**Additional Fees:** \$7.50 Lab

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills through the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## **Astronomy**

### **AST 151 - General Astronomy I**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the CAA as a general education course in Natural Science*

## **AST 151A - General Astronomy I Lab**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** AST 151

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the CAA as a general education course in Natural Science*

## **AST 152 - General Astronomy II**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** AST 151

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved for transfer under the CAA as a general education course in Natural Science*

## **AST 152A - General Astronomy II Lab**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** AST 151

**Corequisite:** AST 152

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved for transfer under the CAA as a general education course in Natural Science*

## **Automation & Robotics**

### **ATR 218 - Work Cell Integration**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ELC 128

**Local Corequisite:** None

**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.

### **ATR 281 - Automated Manufacturing**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.

## **Automotive**

### **AUT 114 - Safety and Emissions**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.

### **AUT 116 - Engine Repair**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.

### **AUT 116A - Engine Repair Lab**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** AUT 116

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course is an optional Lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

### **AUT 141 - Suspension & Steering Sys**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None  
**Corequisite:** AUT 141  
**Local Prerequisite:** None  
**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None  
**Corequisite:** AUT 151  
**Local Prerequisite:** None  
**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** TRN 120  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** AUT 163

**Local Prerequisite:** None

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** AUT 181

**Local Prerequisite:** None

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** AUT 181

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 Transm/Transax Lab**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** AUT 221

**Local Prerequisite:** None

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** AUT 181

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** ENG 002, or BSP 4002

**Local Prerequisite:** None

**Local Corequisite:** None

**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

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** 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 Corequisite:** None

**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

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050 or ENG 002 and MAT 003 both with grade P2

**Local Corequisite:** None

**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

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** BIO 111

**Corequisite:** None

**Local Prerequisite:** BIO 111 with a grade of C or better

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098, DMA 010, DMA 020, DMA 030 or ENG 002 with grade P2 and MAT 003 with grade P1

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** BIO 140

**Local Prerequisite:** DRE 098, DMA 010, DMA 020, and DMA 030 or ENG 002 with grade P2 and MAT 003 with grade P1

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** BIO 110, BIO 111, BIO 163 or BIO 168\*; with a grade of C or better within the past ten years

**Local Corequisite:** None

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-165 will also be accepted.

### **BIO 161 - Intro to Human Biology**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P1

**Local Corequisite:** None

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

### **BIO 163 - Basic Anat and Physiology**

Class Hours: 4 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098, DMA 010, DMA 020, and DMA 030 or ENG 002 with grade P2 and MAT 003 with grade P1 or BIO 094

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098, DMA 010, DMA 020, and DMA 030 or ENG 002 with grade P2 and MAT 003 with grade P1 or BIO 094

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** BIO 168

**Corequisite:** None

**Local Prerequisite:** BIO 168 with a grade of C or better

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** BIO 163, BIO 166, or BIO 169

**Corequisite:** None

**Local Prerequisite:** BIO 163, BIO 166, or BIO 169; with a grade of C or better

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** BIO 111, BIO 163, BIO 165, or BIO 168

**Corequisite:** None

**Local Prerequisite:** BIO 111, BIO 163, BIO 165, or BIO 168; with a grade of C or better

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.

### **Bioprocessing Manufacturing Technology**

#### **BPM 110 - Bioprocess Practices**

Class Hours: 3 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** BPR 111 or MAC 131

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

## **Biotechnology**

### **BTC 150 - Bioethics**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** ENG 002 or BSP 4002

**Local Prerequisite:** None

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** BTC 181

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** BTC 182

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 184 - Pharma Lab Techniques III**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** BTC 183

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$22.50 Lab

This course provides advanced theoretical and practical skills training for analytical techniques utilized by the pharmaceutical industry with an emphasis on project work and presenting data. Topics include volumetric and balance measurements, UV-Vis spectroscopy, Karl Fischer Moisture titrations, Dissolution Testing, HPLC analysis, Empower 3 software, current Good Documentation, Laboratory, and Manufacturing Practices (cGDP, cGLP, cGMP). Upon completion,

students should be able to perform and document various pharmaceutical laboratory techniques and be able to effectively present and discuss data.

### **BTC 250 - Principles of Genetics**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** BIO 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** BTC 181 and BTC 250 or BTC 181 and BIO 250

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** BTC 181

**Corequisite:** None

**Local Prerequisite:** BTC 181 with a grade of C or better

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** BIO 175, BIO 275, or BTC 275

**Corequisite:** None

**Local Prerequisite:** BTC 181 with a grade of C or better

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** BTC 285

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** BIO 175 or BIO 275 and BIO 250 or BTC 250

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** BIO 250 or BTC 250 and BTC 281, BTC 285, or BTC 286

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

### **BUS 115 - Business Law I**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DMA 010, DMA 020, and DMA 030 or MAT 003 with grade P1

**Local Corequisite:** None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

### **BUS 125 - Personal Finance**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## **BUS 139 - Entrepreneurship I**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

## **BUS 147 - Business Insurance**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the basic concepts of identity

and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

## **BUS 153 - Human Resource Management**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

## **BUS 210 - Investment Analysis**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ACC 111 or ACC 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

## **BUS 225 - Business Finance**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ACC 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

## **BUS 230 - Small Business Management**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the challenges of

entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

## **BUS 234 - Training and Development**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

## **BUS 235 - Performance Management**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a comprehensive performance management system.

## **BUS 238 - Integrated Management**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** BUS 137

**Corequisite:** None

**Local Prerequisite:** ACC 120 and BUS 110

**Local Corequisite:** None

This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business.

## **BUS 240 - Business Ethics**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 245 - Entrepreneurship II**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** BUS 139

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

## **BUS 255 - Org Behavior in Business**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

## **BUS 258 - Compensation and Benefits**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

## **BUS 259 - HRM Applications**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** BUS 217 or BUS 234

**Corequisite:** None

**Local Prerequisite:** Enrollment in Business Administration: Human Resources Management program

**Local Corequisite:** None

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

## **BUS 260 - Business Communication**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** ENG 110 or ENG 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.

## **Cabinetmaking**

### **CAB 111 - Cabinetmaking I**

Class Hours: 4 Lab Hours: 9 Clinic/WkExp Hours: 0

**Credit Hours: 7**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 5 Lab Hours: 12 Clinic/WkExp Hours:

**0 Credit Hours: 9**

**Prerequisite:** CAB 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 15 Clinic/WkExp Hours: 0  
**Credit Hours: 8**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** MAT 003

**Local Corequisite:** None

**Additional Fees:** \$56.25 Lab

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

### **CAR 112 - Carpentry II**

Class Hours: 3 Lab Hours: 15 Clinic/WkExp Hours: 0  
**Credit Hours: 8**

**Prerequisite:** CAR 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 9 Clinic/WkExp Hours: 0  
**Credit Hours: 6**

**Prerequisite:** CAR 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in CT/MRI diploma or CT certificate program.

**Local Corequisite:** None

This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

### **CAT 211 - CT Procedures**

Class Hours: 4 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in CT/MRI diploma or CT certificate program.

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:

**33 Credit Hours: 11**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in CT/MRI diploma or CT certificate program.

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CET 111 or CTS 120

**Local Corequisite:** None

**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

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** 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 Corequisite:** 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

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 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

**Local Corequisite:** None

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

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** 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 Corequisite:** CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *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

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** 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

**Local Corequisite:** None

**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

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** CHM 151 or CHM 131 and CHM 131A

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2 or ENG 111

**Local Corequisite:** MAT 171, MAT 172, MAT 263, or MAT 271

**Additional Fees:** \$11.25 Lab

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

## CHM 152 - General Chemistry II

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** CHM 151

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** CHM 152

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** CHM 251

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 4 Clinic/WkExp Hours: 0

**Credit Hours: 5**

**Prerequisite:** CHM 132 or CHM 152

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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 1**

Class Hours: 0 Lab Hours: 30 Clinic/WkExp Hours: 0  
**Credit Hours: 20**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

### **CJC 112 - Criminology**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

### **CJC 113 - Juvenile Justice**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

### **CJC 114 - Investigative Photography**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers basic and special techniques employed in criminal justice interviews and

interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

### **CJC 121 - Law Enforcement Operations**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

### **CJC 122 - Community Policing**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

### **CJC 131 - Criminal Law**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

### **CJC 132 - Court Procedure & Evidence**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

### **CJC 141 - Corrections**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the basic elements of counseling and specific techniques applicable to the

criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

### **CJC 212 - Ethics & Comm Relations**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

### **CJC 213 - Substance Abuse**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

### **CJC 214 - Victimology**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local 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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

### **CJC 222 - Criminalistics**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers the functions of the forensic Laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate Laboratory analysis of submitted evidence.

### **CJC 223 - Organized Crime**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

## **CJC 233 - Correctional Law**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

## **CJC 241 - Community-Based Corrections**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

## **Construction Management**

### **CMT 210 - Construction Management Fund**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** CMT 210 and BPR 130

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local 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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 121, MAT 171, MAT 003, or BSP 4003

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTI 110, MAT 171, or SGD 113

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTI 110, MAT 172, or SGD 113

**Local Corequisite:** None

**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 and debug at a beginning level. 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTI 110, MAT 172, or SGD 113

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTI 110, MAT 171, or SGD 113

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** CSC 118

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course introduces advanced iOS application development using the Swift programming language. Emphasis is placed on navigation, data manipulation, web services, prototyping, debugging, and project planning. Upon completion, students should be able to develop advanced multifunctional

iOS and Apple applications using the Swift programming language.

### **CSC 221 - Advanced Python Programming**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** CSC 121

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs.

### **CSC 251 - Advanced JAVA Programming**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** CSC 151

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## **CSC 253 - Advanced C# Programming**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** CSC 153

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

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**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** CTI 110, CTI 120, and CTS 115

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MAT 121 or MAT 171

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** ARC 112, CAR 112, or CST 112 and MAT 110, MAT 121, or MAT 171

**Corequisite:** None

**Local Prerequisite:** Choose between MAT 121 or MAT 171

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** BPR 130, MAT 121, or MAT 171

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** NET 125

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** CTI 110, CTI 120, and CTS 115

**Corequisite:** None

**Local Prerequisite:** None

**Local 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CIS 110

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CIS 110

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTS 120

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** CTS 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTS 130

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CSC 121, CSC 134, CSC 151, or CSC 153

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 4 Clinic/WkExp Hours: 9  
**Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Cardiovascular Sonography/ Echocardiography program

**Local Corequisite:** None

**Additional Fees:** \$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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
24 **Credit Hours: 8**

**Prerequisite:** CVS 160

**Corequisite:** None

**Local Prerequisite:** Enrollment in Cardiovascular Sonography/ Echocardiography program

**Local Corequisite:** None

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

#### **CVS 162 - CVS Clinical Ed III**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
15 **Credit Hours: 5**

**Prerequisite:** CVS 161

**Corequisite:** None

**Local Prerequisite:** Enrollment in Cardiovascular Sonography/ Echocardiography program

**Local Corequisite:** None

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

### **CVS 163 - Echo I**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Cardiovascular Sonography/ Echocardiography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** CVS 163

**Corequisite:** None

**Local Prerequisite:** Enrollment in Cardiovascular Sonography/ Echocardiography program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**24 Credit Hours: 8**

**Prerequisite:** CVS 162

**Corequisite:** None

**Local Prerequisite:** Enrollment in Cardiovascular Sonography/ Echocardiography program

**Local Corequisite:** None

**Additional Fees:** \$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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**24 Credit Hours: 8**

**Prerequisite:** CVS 260

**Corequisite:** None

**Local Prerequisite:** Enrollment in Cardiovascular Sonography/ Echocardiography program

**Local Corequisite:** None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

### **CVS 277 - Cardiovascular Topics**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Cardiovascular

Sonography/ Echocardiography program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTI 110

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DBA 110

**Local Corequisite:** None

**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.

## **Dental**

### **DEN 100 - Basic Orofacial Anatomy**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Dental Assisting Program

**Local Corequisite:** None

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting.

### **DEN 101 - Preclinical Procedures**

Class Hours: 4 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 7**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Dental Assisting Program

**Local Corequisite:** None

**Additional Fees:** \$22.50 Lab

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures.

### **DEN 102 - Dental Materials**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Dental Assisting Program

**Local Corequisite:** None

**Additional Fees:** \$15.00 Lab

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.

### **DEN 103 - Dental Sciences**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Dental Assisting

Program

**Local Corequisite:** None

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies.

### **DEN 104 - Dental Health Education**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Dental Assisting Program

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings.

### **DEN 105 - Practice Management**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Dental Assisting Program

**Local Corequisite:** None

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical

and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.

### **DEN 106 - Clinical Practice I**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 12 **Credit Hours: 6**

**Prerequisite:** DEN 101

**Corequisite:** None

**Local Prerequisite:** Enrollment in Dental Assisting Program.

**Local Corequisite:** None

**Additional Fees:** \$16.00 Malpractice, \$375.00 Exam

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting.

### **DEN 107 - Clinical Practice II**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 12 **Credit Hours: 5**

**Prerequisite:** DEN 106

**Corequisite:** None

**Local Prerequisite:** Enrollment in Dental Assisting Program

**Local Corequisite:** None

**Additional Fees:** \$270.00 Exam

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II.

### **DEN 111 - Infection/Hazard Control**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Dental Assisting Program

**Local Corequisite:** None

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

### **DEN 112 - Dental Radiography**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Dental Assisting Program

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab, \$45.00 Dosimeter Badge

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

## **Drafting**

### **DFT 111 - Technical Drafting I**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DFT 152

**Local Corequisite:** None

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 154 - Intro Solid Modeling**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

## **DFT 170 - Engineering Graphics**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** MAT 171

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** DOS 220

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** DOS 210 and DOS 220

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**12 Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**12 Credit Hours: 4**

**Prerequisite:** DOS 280

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**12 Credit Hours: 4**

**Prerequisite:** DOS 281

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**15 Credit Hours: 5**

**Prerequisite:** DOS 282

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**15 Credit Hours: 5**

**Prerequisite:** DOS 283

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Dosimetry program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** DRA 130

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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

oncamera 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**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** DRA 135

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ECO 251

**Local Corequisite:** None

This course, for those who have not received credit for ECO 151, introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved 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**

Class Hours: 4 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the foundations of culturally

responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.

*Students will be required to complete a minimum of 10 classroom observations in an approved licensed childcare center program.*

### **EDU 131 - Child, Family, and Community**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 097 or ENG 002

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 097 or ENG 002

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 097 or ENG 002

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 097 or ENG 002

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 097 or ENG 002

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 097 or ENG 002

This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

## **EDU 153 - Health, Safety, and Nutrition**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 097 or ENG 002

**Local Corequisite:** None

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 187 - Teaching and Learning for All**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE-097 or ENG 002

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. *This course has*

*been approved for transfer under the Universal Ed Agreement.*

*Students will be required to complete on-site observations in an approved school setting.*

## **EDU 216 - Foundations of Education**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** EDU 144 and EDU 145 or PSY 244 and PSY 245

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** EDU 119

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2

**Local Corequisite:** None

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. *Students will be required to complete observations in an approved infant care setting.*

### **EDU 235 - School-Age Develop & Programs**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 111 and MAT 143, MAT 152, or MAT 171

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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. *This course has been approved for transfer under the Universal Ed Agreement*

## **EDU 251 - Exploration Activities**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2

**Local Corequisite:** None

This course covers fundamental concepts in the content areas of science, technology, engineering, math, and social studies through investigative experiences aligned with NC Foundations for Early Learning and Development. Emphasis is placed on exploring fundamental concepts, scope and sequence, and teaching strategies to engage each child through play and open-ended discovery in indoor/outdoor environments. Upon completion, students should be able to understand major concepts in each content area and implement developmentally appropriate, culturally responsive, equitable, and inclusive experiences for all young children.

## **EDU 259 - Curriculum Planning**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** EDU 119

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2

**Local Corequisite:** None

This course is designed to focus on using content knowledge to build effective developmentally appropriate approaches that are culturally responsive, equitable, and ability diverse for young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences and indoor/outdoor environments aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use developmentally

appropriate curriculum to plan for the individual/group needs of young children.

## **EDU 261 - Early Childhood Admin I**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** EDU 119 and DRE 098, ENG 002, or ENG 111

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** EDU 119 and EDU 261 and DRE 098, ENG 002, or ENG 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 270 - Effective Instructional Enviro**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is designed to provide learners with the knowledge and skills to create, manage, and assess effective instructional environments, learning attitudes, and behaviors for today's diverse learning population. Topics include organizing the learning environment, fostering positive learning attitudes, supporting healthy stakeholder partnerships, engaging students using effective differentiated instruction, guiding, and managing student behaviors, and assessing student progress. Upon completion of this course, learners will demonstrate effective dispositions of the professional educator that include managing schedules, spaces, and resources, promoting supportive learning mindsets, engaging students with diverse instructional strategies, guiding student behaviors to maximize both the instructional and social climate, and analyzing and effectively responding to student progress.

### **EDU 279 - Literacy Develop and Instruct**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment

techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. *This course has been approved for transfer under the Universal Ed Agreement.*

*Students will be required to complete on-site observations in an approved school setting.*

### **EDU 280 - Language/Literacy Experiences**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2

**Local Corequisite:** None

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**

Class Hours: 1 Lab Hours: 9 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** 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

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P2

**Local Corequisite:** None

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.

*Students will be required to complete a minimum of 144 hours with a mentor teacher in an approved licensed childcare center.*

## **Engineering**

### **EGR 120 - Eng and Design Graphics**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MAT 272

**Corequisite:** None

**Local Prerequisite:** None

**Local 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** PHY 251

**Corequisite:** MAT 272

**Local Prerequisite:** MAT 272 and PHY 251; with a grade of C or better

**Local Corequisite:** None

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**

Class Hours: 4 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** MAT 121 or MAT 171

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DFT 151

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 121 - Electrical Estimating**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$ 7.50 Lab

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

### **ELC 128 - Intro to PLC**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None  
**Corequisite:** ELC 131  
**Local Prerequisite:** None  
**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ELC 112 or ELC 131

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ELC 131

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 232 - Intro to Microprocessors**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ELN 133

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 6 Lab Hours: 6 Clinic/WkExp Hours: 3  
**Credit Hours: 9**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 3  
**Credit Hours: 1**

**Prerequisite:** EMS 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** EMS 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** EMS 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** EMS 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** EMS 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** EMS 122, EMS 130, and EMS 160

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 6  
**Credit Hours: 2**

**Prerequisite:** EMS 121 or EMS 122

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 9  
**Credit Hours: 3**

**Prerequisite:** EMS 221

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** EMS 122 and EMS 130

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 12  
**Credit Hours: 4**

**Prerequisite:** EMS 231

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** EMS 122 and EMS 130

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** EMS 122 and EMS 130

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** EMS 122 and EMS 130

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

### **EMS 280 - EMS Bridging Course**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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 prehospital care.

### **EMS 285 - EMS Capstone**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** EMS 220, EMS 250, and EMS 260

**Corequisite:** None

**Local Prerequisite:** Enrollment in EMS program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** DRE 097 or ENG 002 or BSP 4002

**Corequisite:** ENG 011

**Local Prerequisite:** None

**Local Corequisite:** None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

### **ENG 112 - Writing/Research in the Disc**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 112, ENG 113, or ENG 114

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has*

*been approved 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 112, ENG 113, or ENG 114

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been designated a Writing Intensive course. 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 241 - British Literature I**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 112, ENG 113, or ENG 114

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 112, ENG 113, or ENG 114

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been designated a Writing Intensive course. 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 273 - African-American Literature**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 112, ENG 113, or ENG 114

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## **Entrepreneurship**

### **ETR 220 - Innovation and Creativity**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** ACC 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** BUS 139

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** FRE 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** FRE 112

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** FRE 211

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** GEL 111 or GEL 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** GEL 111, GEL 120, or PHS 130

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** GRD 151

**Additional Fees:** \$11.25 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** GRD 110

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 141 - Graphic Design I**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** ART 121, DES 135, or GRD 141

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** GRD 151

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** GRD 152

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** GRD 151

**Local Prerequisite:** None

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** GRD 152

**Local Prerequisite:** None

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course introduces the application of graphic design principles to web sites and graphics for web/mobile device delivery. Emphasis is placed on 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 240 - User Interface/User Experience**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course introduces a design-centric approach to user interface and user experience design, and offers practical, skill-based instruction centered around a visual communications perspective. Emphasis is placed on demonstrating the stages of the UI/UX development process, including user research and analysis, choosing methodologies, defining a project's strategy, scope, and information architecture, developing sitemaps and wireframes, performing user testing, and producing prototypes. Upon completion, students should be able to demonstrate current best practices and conventions in UX design and apply them to create effective and compelling digital screen-based experiences.

### **GRD 241 - Graphic Design III**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** DES 136 or GRD 142

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 242 - Graphic Design IV**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** GRD 241

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$15.00 Lab

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

### **GRD 265 - Digital Print Production**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** GRD 151 or GRA 151

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** GRD 151 or GRA 151

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 272 - Multimedia Design II**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** GRD 271

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia

presentations and determine and adapt to technical specifications for delivery.

### **GRD 280 - Portfolio Design**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** GRD 142 and GRD 152 or GRA 152

**Corequisite:** None

**Local Prerequisite:** GRD 151 and GRD 241 or GRD 249

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** GRD 142

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to produce advertising for various media and demonstrate an understanding of the complexities and relationships involved in advertising design.

### **GRD 288 - Graphic Design for Web II**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** GRD 188

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers the advanced use of graphic design principles in frontend 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

#### **GRO 150 - Substance Use and Aging**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** PSY 150  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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. *This is a restricted course. Student must be in major: 4538B Gerontology*

### **GRO 230 - Health, Wellness, & Nutrit**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** GRO 120  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

This course covers community resources; discusses care management, including assessment, care-planning, evaluation, issues of family, highrisk 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** GRO 120  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## History

### HIS 111 - World Civilizations I

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002

**Local Corequisite:** None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved 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

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002

**Local Corequisite:** None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved 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

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002

**Local Corequisite:** None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002

**Local Corequisite:** None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved 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 - Intro to Healthcare & HIM**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor

**Local Corequisite:** None

This course introduces healthcare settings and the Health Information Management (HIM) professional's role in healthcare delivery systems. Topics include health information management operations in compliance with standards, regulations and accrediting body initiatives; 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from Instructor

**Local Corequisite:** None

This course covers the study of the judicial, legislative, and regulatory standards applicable to health care and health information processes. Topics include legal terminology, confidentiality, privacy, security, access and disclosure of health information, ethical implications, data stewardship, and the integrity of the legal health record. Upon completion, students should be able to apply policies, procedures and ethical standards in compliance with external forces.

## **HIT 114 - Health Data Sys/Standards**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course covers concepts and techniques for managing and maintaining all health record formats including electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, as well as quality and integrity of healthcare data. Upon completion, students should be able to determine compliance of health record content and governance standards within the health organization.

## **HIT 124 - Prof Practice Exp II**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 3

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor

**Local Corequisite:** HIT 211

This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

## **HIT 211 - Diagnosis Coding & Reporting**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** BIO 163 , MED 122 and Acceptance in HIT program or permission from instructor

**Local Corequisite:** HIT 124

**Additional Fees:** \$11.25 Lab

This course covers diagnostic coding and sequencing utilizing the current version of the ICD code set for inpatient, outpatient and ambulatory care settings. Emphasis is placed on the rules and conventions of the ICD official coding guidelines in relation to anatomy, physiology and disease processes. Upon completion, students should be able to accurately assign and sequence diagnosis codes in compliance with the ICD official coding guidelines for reporting statistical data, patient outcomes and reimbursement methodologies.

## **HIT 213 - Inpt Proc Coding & Reporting**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** BIO 163, MED 122 and Acceptance in HIT program or permission from Instructor

**Local Corequisite:** HIT 124

**Additional Fees:** \$11.25 Lab

This course covers the application of coding guidelines as applied to the reporting of inpatient procedures. Emphasis is placed on the rules and conventions of the ICD-PCS code set utilizing the index and tables, in relation to anatomy and physiology to assign principal and secondary procedure codes in hospital inpatient settings. Upon completion, students should be able to accurately assign procedural codes according to the official ICD-PCS coding guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

## **HIT 214 - OP Procedure Coding/Reporting**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** HIT 211

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course covers application of coding and reporting standards as they apply to Current Procedural Terminology (CPT) guidelines and principles. Emphasis is placed on application of the coding guidelines, in relation to anatomy and physiology, for ambulatory healthcare settings. Upon completion, students should be able to assign CPT/HCPCS procedural codes according to official guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

## **HIT 215 - Revenue Cycle Management**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor

**Local Corequisite:** HIT 214

**Additional Fees:** \$11.25 Lab

This course covers the revenue cycle management process used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include clinical documentation improvement, prospective payment systems, billing processes and procedures, chargemaster maintenance, regulatory guidelines, fraud and abuse, reimbursement monitoring, 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 217 - Quality & Data Analysis**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MAT 152

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course covers the principles of quality assessment and improvement, including data analysis and decision making in healthcare. Topics include healthcare statistics, continuous quality improvement, data analysis and reporting techniques, quality and outcome metric monitoring. Upon completion, students should be able to compute healthcare statistics, abstract, analyze and report clinical data for organization-wide quality and

performance improvement programs for compliance purposes.

## **HIT 218 - Mgmt Principles in HIT**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor

**Local Corequisite:** None

This course covers organizational management concepts as applied to healthcare settings. Topics include leadership skills, managing organizational change, best practices, decision-making, financial management, cultural diversity, ethics, consumer engagement, and workforce training. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

## **HIT 220 - Electronic Healthcare Records**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course covers EHR systems, design, implementation and application. Topics include EHR, informatics, information governance, health information exchange (HIE), 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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 6  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor; to be taken in final semester of HIT program

**Local Corequisite:** None

**Additional Fees:** \$16.00 Malpractice

This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

## **HIT 225 - Healthcare Informatics**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** HIT 220 and acceptance in HIT program or permission from instructor

**Local Corequisite:** None

**Additional Fees:** \$11.25 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 - Pathophysiology & Pharmacology**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** BIO 163 or BIO 166 or BIO 169

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course covers principles of disease and the associated pharmacological treatments. Emphasis is placed on physical signs and symptoms, prognoses, common complications and therapeutic options. Upon completion, students should be able to relate disease processes to physical signs and symptoms, prognosis, common complications and their management.

## **HIT 280 - HIM Capstone**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** HIT 211

**Corequisite:** None

**Local Prerequisite:** Acceptance in HIT program or permission from instructor; to be taken in final semester of HIT program

**Local Corequisite:** None

This course integrates application of knowledge and skills learned in prior HIT courses and is designed to prepare students for professional roles in HIM and promote ethical standards of practice. Emphasis is placed on AHIMA domains and professional competencies, career services and preparation for the National Certification exam. Upon completion, students should be able to demonstrate competency in the entry-level domains and subdomains of health information management.

## **Healthcare Management**

### **HMT 110 - Intro to Healthcare Mgt**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

### **HMT 210 - Medical Insurance**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.

### **HMT 211 - Long-Term Care Admin**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the administration of long-

term care facilities and services. Emphasis is placed on nursing home care, home healthcare, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

### **HMT 215 - Legal Asp of Healthcare Admin**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 4 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** HMT 110 and ACC 120

**Corequisite:** None

**Local Prerequisite:** HMT 210 and BUS 121

**Local Corequisite:** None

This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

## **HMT 225 - Practice Mgmt. Simulation**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** HMT 210

**Corequisite:** HMT 220

**Local Prerequisite:** None

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 273 - Hor Mgmt & Marketing**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

## **Human Services**

### **HSE 110 - Intro to Human Services**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the HSE program or permission from instructor

**Local Corequisite:** None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion,

students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

### **HSE 123 - Interviewing Techniques**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

### **HSE 135 - Orientation Lab I**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the HSE program

**Local Corequisite:** None

This course is designed to promote professional, program, and personal identification with the human services field. Emphasis is placed on interpersonal communication, verbal and 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Successful completion of 12 SHC in the HSE Program

**Local Corequisite:** None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

### **HSE 212 - Group Process II**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** HSE 112

**Corequisite:** None

**Local Prerequisite:** Permission from instructor

**Local Corequisite:** None

This course is a continuation of the study of interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to demonstrate their ability to communicate with others and facilitate communications between others.

### **HSE 220 - Case Management**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** HSE 110

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

### **HSE 242 - Family Systems**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** PSY 150 or SOC 210

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the concepts of family structure as a system and includes the impact of contemporary society on the family. Topics include

systems theory, family structure, blended families, divorce, adoption, and the elderly. Upon completion, students should be able to demonstrate an understanding of families as a system and the impact of change on family structure.

### **HSE 251 - Activities Planning**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

## **Humanities**

### **HUM 110 - Technology and Society**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns.

Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

### **HUM 115 - Critical Thinking**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 002, BSP 4002, or ENG 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

## **HUM 130 - Myth in Human Culture**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Permission from instructor

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** BUS 110  
**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

## **ISC 121 - Envir Health & Safety**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 4 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.

### **ISC 170 - Problem-Solving Skills**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.

### **ISC 233 - Industrial Org & Mgmt**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** ISC 135

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses.

### **ISC 243 - Prod & Oper Management I**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.

### **Automotive Light-Duty Diesel**

#### **LDD 112 - Intro Light-Duty Diesel**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111 or ENG 112

**Local Corequisite:** None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

## **LEX 121 - Legal Research/Writing II**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** LEX 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111 or ENG 112

**Local Corequisite:** None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and nonintentional 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** LEX 140

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111 or ENG 112

**Local Corequisite:** None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

## **LEX 151 - Commercial Law II**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** LEX 150

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111 or ENG 112

**Local Corequisite:** None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

## **LEX 170 - Administrative Law**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111 or ENG 112

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111 or ENG 112

**Local Corequisite:** None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

## **LEX 211 - Real Property II**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** LEX 210

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111 or ENG 112

**Local Corequisite:** None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

## **LEX 250 - Wills, Estates, & Trusts**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111 or ENG 112

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** LEX 121 or permission from instructor

**Local Corequisite:** None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment

opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

## **Landscape Gardening**

### **LSG 121 - Fall Gardening Lab**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

### **MAC 121 - Intro to CNC**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program

editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

### **MAC 124 - CNC Milling**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

### **MAC 141 - Machining Applications I**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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, setup 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 229 - CNC Programming**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

### **MAC 231 - CAM: CNC Turning**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 12 Clinic/WkExp Hours: 0  
**Credit Hours: 6**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Mammography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Mammography program

**Local Corequisite:** None

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**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Mammography program

**Local Corequisite:** None

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**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Mammography program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 15 **Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Mammography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0 **Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Mammography program

**Local Corequisite:** None

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**

### **MAT 003 - Transition Math**

Class Hours: 0 Lab Hours: 6 Clinic/WkExp Hours: 0 **Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0 **Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** MAT 110; based on RISE criteria

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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** MAT 121; based on RISE criteria

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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** MAT 143; based on RISE criteria

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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** MAT 152; based on RISE criteria

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**

Class Hours: 0 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** MAT 171; based on RISE criteria

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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MAT 003 or BSP 4003

**Corequisite:** MAT 010

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

### **MAT 121 - Algebra/Trigonometry I**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MAT 003 or BSP 4003

**Corequisite:** MAT 021

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

### **MAT 122 - Algebra/Trigonometry II**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MAT 121

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 002 or BSP 4002 and MAT 003 or BSP 4003

**Corequisite:** MAT 043

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

## **MAT 152 - Statistical Methods I**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** ENG 002 or BSP 4002 and MAT 003 or BSP 4003

**Corequisite:** MAT 052

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

## **MAT 171 - Precalculus Algebra**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 121 or MAT 003 or BSP 4003

**Corequisite:** MAT 071

**Local Prerequisite:** None

**Local Corequisite:** None

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course*

*has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

## **MAT 172 - Precalculus Trigonometry**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 171

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

## **MAT 263 - Brief Calculus**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 171

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate

an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

### **MAT 271 - Calculus I**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 172

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

### **MAT 272 - Calculus II**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 271

**Corequisite:** None

**Local Prerequisite:** MAT 271 with a grade of C or better

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms,

improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

### **MAT 273 - Calculus III**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 272

**Corequisite:** None

**Local Prerequisite:** MAT 272 with a grade of C or better

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics.*

### **MAT 280 - Linear Algebra**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MAT 271

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course provides an introduction to linear

algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

### **MAT 285 - Differential Equations**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MAT 272

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and Laplace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

### **Mechanical**

#### **MEC 110 - Intro to CAD/CAM**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.

#### **MEC 111 - Machine Processes I**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$15.00 Lab

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

#### **MEC 130 - Mechanisms**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course introduces the purpose and action of

various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

### **MEC 142 - Physical Metallurgy**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

### **MEC 145 - Mfg Materials I**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

### **MEC 161 - Manufacturing Processes I**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and nontraditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

### **MEC 172 - Intro to Metallurgy**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

### **MEC 180 - Engineering Materials**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

### **Medical Assisting**

#### **MED 110 - Orientation to Med Assist**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Medical Assisting program

**Local Corequisite:** None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

#### **MED 114 - Prof Interac in Heal Care**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Medical Assisting program

**Local Corequisite:** None

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs

specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

#### **MED 116 - Introduction to A & P**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

#### **MED 118 - Medical Law and Ethics**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

## **MED 120 - Survey of Med Terminology**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

## **MED 122 - Medical Terminology II**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MED 121

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy,

physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

## **MED 130 - Admin Office Proc I**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Medical Assisting Program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** MED 130 and Enrollment in the Medical Assisting Program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Medical Assisting Program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Medical Assisting program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is designed to develop coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

## **MED 240 - Exam Room Procedures II**

Class Hours: 3 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** MED 140

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Medical Assisting program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 15 **Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** MED 110, MED 131, MED 150, and MED 240; Enrollment in the Medical Assisting Program

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0 **Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** MED 110, MED 131, MED 150, and MED 240; Enrollment in the Medical Assisting program

**Local Corequisite:** 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 problemsolving 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0 **Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** MED 110, MED 131, MED 150, and MED 240; Enrollment in the Medical Assisting program

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0 **Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Medical Assisting program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Medical  
Assisting program

**Local Corequisite:** None

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

## **MED 276 - Patient Education**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Medical  
Assisting program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

### **MKT 121 - Retailing**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

### **MKT 123 - Fundamentals of Selling**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is designed to emphasize the necessity of selling skills in a modern business environment.

Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

### **MKT 220 - Advertising and Sales Promotio**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

### **MKT 223 - Customer Service**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

### **MKT 225 - Marketing Research**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** MKT 120

**Corequisite:** None

**Local Prerequisite:** Enrollment in Business Administration: Marketing Program

**Local Corequisite:** None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results.

### **MKT 227 - Marketing Applications**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy.

### **MKT 232 - Social Media Marketing**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** MNT 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in CT/MRI diploma or MRI certificate program

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in CT/MRI diploma or MRI certificate program.

**Local Corequisite:** None

This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.

#### **MRI 211 - MRI Procedures**

Class Hours: 4 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in CT/MRI diploma or MRI certificate program

**Local Corequisite:** None

This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.

#### **MRI 231 - MRI Clinical Practicum**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 33  
**Credit Hours: 11**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in CT/MRI diploma or MRI certificate program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.*

Students enrolled in A10700 AFA Music should also consider registering concurrently with MUS-125 Aural Skills I

## **MUS 122 - Music Theory II**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MUS 121

**Corequisite:** None

**Local Prerequisite:** MUS 121 with a grade of C or better

**Local Corequisite:** None

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various Labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and Label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

Students enrolled in A10700 AFA Music should also consider registering concurrently with MUS-126 Aural Skills II.

## **MUS 125 - Aural Skills I**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## **MUS 126 - Aural Skills II**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 125

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 131  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 133  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 137

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 141

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 151

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** MUS 161

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the varied origins of country music and the commercialization of this 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 214 - Electronic Music I**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course provides an opportunity to study and explore various electronic instruments and devices. Emphasis is placed on fundamental MIDI applications and implementation, features and application of sequences, sound modules, digital keyboards, and Digital Audio Workstations (DAWs). Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## **MUS 217 - Elementary Conducting**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** MUS 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MUS 122

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.*

Students enrolled in A10700 AFA Music should also consider|registering concurrently with MUS-225 Aural Skills I

## **MUS 222 - Music Theory IV**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MUS 221

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.*

Students enrolled in A10700 AFA Music should also consider registering concurrently with MUS-226 Aural Skills II

## **MUS 225 - Aural Skills III**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 126

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 nonfunctional

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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 225

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 132

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 231

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 134

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 233

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 138

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 237

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 142

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 241

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 152

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 - Classic Music IV**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** MUS 251

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** MUS 162

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$250.00 Instructional Access

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

### **MUS 262 - Applied Music IV**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** MUS 261

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** MUS 122

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** MUS 271

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 4 Clinic/WkExp Hours: 3

**Credit Hours: 6**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Nurse Aide Program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 6  
**Credit Hours: 6**

**Prerequisite:** NAS 101

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Nurse Aide Program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**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 - Switching and Routing**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** NET 125

**Local Corequisite:** None

**Additional Fees:** \$15.00 Lab

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.

#### **NET 225 - Enterprise Networking**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** NET 126

**Local Corequisite:** None

**Additional Fees: \$15.00 Lab**

This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

**NET 226 - Network Programmability**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CSC 121 and NET 126

**Local Corequisite:** None

**Additional Fees: \$15.00 Lab**

This course covers the methodologies and tools of modern software development, applied to IT and Network operations. Emphasis is placed on network programming in current network scripting languages, using GIT and common data formats, deploying applications as containers, using Continuous Integration/Continuous Deployment (CI/CD) pipelines and automating infrastructure using code. Upon completion, students should be able to use basic Python programming and Linux skills, implement a development environment, use software development and design best practices, create a secure API, use current technologies to deploy and secure applications and compare software testing and deployment methods in automation and simulation environments.

**NET 289 - Networking Project**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** CTI 110, CTI 120, and CTS 115

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** NMT 110

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** NMT 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production of radionuclides with emphasis on radionuclide generators, and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course.

### **NMT 132 - Overview-Clinical Nuc Med**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 6

**Credit Hours: 4**

**Prerequisite:** NMT 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in Nuclear

Medicine Technology program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** NMT 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling, disposition, and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine.

### **NMT 136 - Health Physics**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** NMT 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

This course covers the regulations and practices that ensure minimum exposure of patients, co-workers, and self to ionizing radiation. Topics include

interactions of radiation with matter, protective practices, state and federal regulatory agencies and their directives, and methods of monitoring exposure. Upon completion, students should be able to demonstrate an understanding of the regulations and practices presented in the course.

### **NMT 211 - NMT Clinical Practice I**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 21 **Credit Hours: 7**

**Prerequisite:** NMT 132

**Corequisite:** None

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclide. Upon completion, students should be able to demonstrate performance of the procedures covered in the course.

### **NMT 212 - Proc for Nuclear Med**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0 **Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** NMT 132

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures presented in the course.

### **NMT 212A - Proc for Nuc Med I Lab**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0 **Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** NMT 212 and NMT 132

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0 **Credit Hours: 2**

**Prerequisite:** NMT 110

**Corequisite:** NMT 126

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

This course covers the principles of radiation biology. Emphasis is placed on a system's sensitivity to radiation, radiation pathology, and the biological effects of radiation. Upon completion, students should be able to demonstrate an understanding of the effects of radiation in nuclear medicine.

### **NMT 215 - Non-Imaging Instrumentation**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0 **Credit Hours: 2**

**Prerequisite:** NMT 132

**Corequisite:** None

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** NMT 132

**Corequisite:** None

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

This course provides a general introduction to the operation of computers and the application of computers to the field of nuclear medicine. Topics include number systems, major system components, input/output devices, and acquisition and processing of nuclear medicine images. Upon completion, students should be able to demonstrate an understanding of the concepts presented.

### **NMT 221 - NMT Clinical Practice II**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 21  
**Credit Hours: 7**

**Prerequisite:** NMT 132

**Corequisite:** None

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course.

### **NMT 222 - Proc for Nuclear Med II**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** NMT 132

**Corequisite:** None

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course.

### **NMT 222A - Proc for Nuc Med II Lab**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** NMT 132

**Corequisite:** NMT 222

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** NMT 211

**Corequisite:** NMT 222

**Local Prerequisite:** Enrollment in Nuclear Medicine Technology program

**Local Corequisite:** None

**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.

## **Network Operating Systems**

### **NOS 120 - Linux/UNIX Single User**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**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 230 - Windows Administration I**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**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**

Class Hours: 4 Lab Hours: 6 Clinic/WkExp Hours: 6  
**Credit Hours: 8**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Associate Degree Nursing program

**Local Corequisite:** None

**Additional Fees:** \$35.60 Exam Soft, \$22.50 Lab, \$234.00 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 6  
**Credit Hours: 5**

**Prerequisite:** NUR 111

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Associate Degree Nursing program

**Local Corequisite:** None

**Additional Fees:** \$35.60 Exam Soft, \$234.00 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 6  
**Credit Hours: 5**

**Prerequisite:** NUR 111

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Associate Degree Nursing program

**Local Corequisite:** None

**Additional Fees:** \$35.60 Exam Soft, \$234.00 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 6  
**Credit Hours: 5**

**Prerequisite:** NUR 111

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Associate Degree Nursing program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 6  
**Credit Hours: 5**

**Prerequisite:** NUR 111

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Associate Degree Nursing program

**Local Corequisite:** None

**Additional Fees:** \$35.60 Exam Soft, \$177.80 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 6  
**Credit Hours: 5**

**Prerequisite:** NUR 111

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Associate Degree Nursing program

**Local Corequisite:** None

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**

Class Hours: 4 Lab Hours: 3 Clinic/WkExp Hours: 15  
**Credit Hours: 10**

**Prerequisite:** NUR 111

**Corequisite:** NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212

**Local Prerequisite:** Enrollment in the Associate Degree Nursing program and BIO 271

**Local Corequisite:** None

**Additional Fees:** \$35.60 Exam Soft, \$200.00 Credential Exam, \$177.80 HESI, \$11.25 Lab

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** MAT 003, with grade P1

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** OST 131

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** CIS 110, CIS 111, or OST 137

**Corequisite:** None

**Local Prerequisite:** OST 137 or CIS 110

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** MED 122 or OST 142

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

### **OST 153 - Office Finance Solutions**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** CIS 110, CIS 111, or OST 137

**Corequisite:** None

**Local Prerequisite:** ACC 111 or ACC 120

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** OST 134

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 159 - Office Ethics**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the complex ethical and legal issues involved in the role of administrative support personnel in a variety of offices. Emphasis is placed on ethics, diversity, morality, and ethical standards of the administrative support professional. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of offices.

### **OST 164 - Office Editing**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

### **OST 171 - Intro. to Virtual Office**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course introduces the skills and abilities needed to conduct a variety of office administration activities using the latest technology. Students will learn the proper etiquette of communicating electronically as well as the unique procedures and logistics for conducting business in the virtual office. Upon completion, students will know the vocabulary of the virtual office and will have a basic understanding of modern technical communication tools.

### **OST 181 - Office Procedures**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** OST 136 and OST 137

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 236 - Adv Word Processing**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** OST 136

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** OST 148

**Corequisite:** None

**Local Prerequisite:** OST 131, MED 121 or OST 141; and MED 122 or OST 142

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** MED 121 or OST 141

**Corequisite:** None

**Local Prerequisite:** OST 148 and MED 122 or OST 142

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** MED 121 or OST 141

**Corequisite:** None

**Local Prerequisite:** MED 122

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** OST 247 and OST 248

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** MED 121 or OST 141

**Corequisite:** None

**Local Prerequisite:** OST 148

**Local Corequisite:** None

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 251 - Legal Doc. Formatting**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** OST 155 AND OST 134 or OST 136

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This document is designed to provide experience in the preparation of various types of legal forms and documents. Emphasis is placed on formatting and keying legal forms, documents, and correspondence. Upon completion, students should be able to produce these documents with accuracy and speed.

## **OST 260 - Adv Coding Methodologies**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** OST 247 and OST 248

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** OST 148 or HMT 210

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** OST 247 and OST 248

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** OST 264  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** OST 264  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** CIS 110, CIS 111, or OST 137  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** MED 122 and OST 131  
**Local Corequisite:** None

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 286 - Professional Development**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and

professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

### **OST 288 - Medical Office Admin Capstone**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** OST 148 or HMT 210

**Corequisite:** None

**Local Prerequisite:** OST 247 and OST 248

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** OST 164 and OST 134 or OST 136

**Corequisite:** None

**Local Prerequisite:** OST 136, OST 137, and OST 164

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** BIO 165 or BIO 168

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** OTA 110

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** OTA 110

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** OTA 110

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** PSY 241 and OTA 170

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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 I**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 3  
**Credit Hours: 1**

**Prerequisite:** OTA 120 and OTA 140

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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 II**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 3  
**Credit Hours: 1**

**Prerequisite:** OTA 120 and OTA 140

**Corequisite:** OTA 130

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

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 III**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 3  
**Credit Hours: 1**

**Prerequisite:** OTA 120 and OTA 140

**Corequisite:** OTA 130

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** OTA 130

**Local Prerequisite:** BIO 169 and Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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.

### **OTA 180 - Psychosocial Conditions**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** PSY 281

**Corequisite:** OTA 130

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** OTA 120 and OTA 130

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** OTA 140

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** OTA 240

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** PSY 241, OTA 170, and OTA 180

**Local Prerequisite:** Enrollment in the Occupational Therapy Assistant program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 18 **Credit Hours: 6**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Successful completion of all required OTA curriculum courses except OTA 261

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 18 **Credit Hours: 6**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** OTA 260

**Local Corequisite:** None

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**

Class Hours: 5 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 6**

**Prerequisite:** None

**Corequisite:** PBT 101

**Local Prerequisite:** Enrollment in Phlebotomy Program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 9  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** PBT 100

**Local Prerequisite:** Enrollment in Phlebotomy Program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 111 - Physical Fitness I**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

*This course has been approved for transfer under the CAA as a premajor and/or elective course requirement*

## **PED 112 - Physical Fitness II**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** PED 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## **PED 117 - Weight Training I**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** PED 117  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** PED 150  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** Enrollment in the Positron Emission Tomography program  
**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Positron Emission Tomography program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Positron Emission Tomography program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Positron Emission Tomography program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:

**21 Credit Hours: 7**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Positron Emission Tomography program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:

**21 Credit Hours: 7**

**Prerequisite:** PET 210

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Positron Emission Tomography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Positron Emission Tomography program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Positron Emission Tomography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Positron Emission Tomography program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Positron Emission Tomography program

**Local Corequisite:** None

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 240 - Introduction to Ethics**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** ENG 111

**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None  
**Corequisite:** PHY 110  
**Local Prerequisite:** None  
**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 121 or MAT 171  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 171 or MAT 271

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** PHY 151

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 271

**Corequisite:** MAT 272

**Local Prerequisite:** MAT 271 with a grade of C or better

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** MAT 272 and PHY 251

**Corequisite:** None

**Local Prerequisite:** MAT 272 and PHY 251 with grade of C or better

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002

**Local Corequisite:** None

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 designated a Writing Intensive course. 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.*

## **Polysomnography**

### **PSG 110 - Intro to Polysomnography**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

**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**

Class Hours: 4 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** BIO 163 or BIO 165 and BIO 166 or BIO 168 and BIO 169

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** PSG 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 9  
**Credit Hours: 3**

**Prerequisite:** PSG 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in Polysomnography program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 3  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 9  
**Credit Hours: 7**

**Prerequisite:** PSG 111 or PSG 189

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 9  
**Credit Hours: 7**

**Prerequisite:** PSG 210

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Polysomnography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002 with grade P1

**Local Corequisite:** None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception,

learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** PSY 150

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

### **PSY 281 - Abnormal Psychology**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** PSY 150

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as

well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

## **Pharmaceutical Technology**

### **PTC 110 - Industrial Environment**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 6  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 15  
**Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 9  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 3  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 21 **Credit Hours: 7**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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 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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 21 **Credit Hours: 7**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiography program

**Local Corequisite:** None

**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 an entry-level radiographer.

### **Respiratory Care**

#### **RCP 110 - Intro to Respiratory Care**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**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**

Class Hours: 4 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** RCP 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** RCP 111

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**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 114 - C-P Anatomy & Physiology**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

### **RCP 117 - Respiratory Care Pharmacology**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course introduces the pharmacological principles related to the treatment of patients with cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents and the effects of drugs on a particular body system. Upon completion, students should be able to demonstrate competence through written and laboratory evaluations.

### **RCP 123 - Special Practice Lab**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 6

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** RCP 110

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 9

**Credit Hours: 3**

**Prerequisite:** RCP 110

**Corequisite:** RCP 111

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 9

**Credit Hours: 3**

**Prerequisite:** RCP 111

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** RCP 210

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory

Therapy program

**Local Corequisite:** None

**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 213 - Neonatal/Ped's Concepts**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** RCP 111

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy Program

**Local Corequisite:** None

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 evaluations.

### **RCP 215 - Career Preparation**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** RCP 111

**Corequisite:** RCP 210

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 6**

**Prerequisite:** RCP 210

**Corequisite:** RCP 211

**Local Prerequisite:** Enrollment in the Respiratory Therapy program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the world's major religious

traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

### **REL 211 - Intro to Old Testament**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

### **REL 212 - Intro to New Testament**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is a survey of the literature of first century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

## **Radiation Therapy Technology**

### **RTT 121 - Special Imaging**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation Therapy program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation Therapy program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation Therapy program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation Therapy program

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** RTT 221

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation Therapy program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** RTT 222, RTT 231, or RTT 234 and RTT 239, RTT 241, RTT 243, or RTT 244

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation Therapy program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation Therapy program

**Local Corequisite:** None

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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** RTT 230 or RTT 233

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation

Therapy program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**18 Credit Hours: 6**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation Therapy program

**Local Corequisite:** None

**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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**21 Credit Hours: 7**

**Prerequisite:** RTT 238 or RTT 240

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation Therapy program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 18  
**Credit Hours: 6**

**Prerequisite:** RTT 239, RTT 241, RTT 243, or RTT 244

**Corequisite:** None

**Local Prerequisite:** Enrollment in the Radiation Therapy program

**Local Corequisite:** None

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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Human Services Technology/ Substance Abuse program

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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 - Addiction and Recovery Counsel**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** Enrollment in Human Services Technology/Substance Abuse program  
**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** NET 125 and SEC 110

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** SEC 110

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** NET 125 and SEC 110

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** SEC 110

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** SEC 110

**Local Corequisite:** None

**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 & Gaming Development**

#### **SGD 111 - Introduction to SGD**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 I**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games.

#### **SGD 113 - SGD Programming I**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 - SGD 3D Modeling I**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 - SGD Graphic Design Tools**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 - SGD 3D Animation I**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

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 - SGD Virtual Environments**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** SGD 114 or SGD 213

**Local Corequisite:** None

**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 - SGD Level Design I**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** SGD 112

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** SGD 112

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** SGD 113, CSC 134, CSC 151, or CSC 153

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 - SGD 3D Modeling II**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** SGD 114

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 262 - SGD 3D Animation II**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** SGD 162

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course is designed to further a student's knowledge of 3D animation used in simulation and game development. Emphasis is placed on advanced character, weapons, vehicles, prop and effects

animations for video game design. Upon completion, students should be able to develop industry caliber animations for simulation or video game integration.

### **SGD 274 - SGD Level Design II**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** SGD 174

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

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, playtesting, and storytelling. Upon completion, students should be able to design complex levels using industry-standard tools.

### **SGD 285 - SGD Software Engineering**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** SGD 212, SGD 213, or SGD 214

**Corequisite:** None

**Local Prerequisite:** SGD 113

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** SGD 212, SGD 213, SGD 214, or SGD 285

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** DRE 098 or ENG 002

**Local Corequisite:** None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

## **SOC 225 - Social Diversity**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

## **Medical Sonography**

### **SON 110 - Intro to Sonography**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 3

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography or Cardiovascular Sonography/Echocardiography program

**Local Corequisite:** None

**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, bioeffects, and safety.

### **SON 120 - SON Clinical Ed I**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:

**15 Credit Hours: 5**

**Prerequisite:** SON 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

### **SON 121 - SON Clinical Ed II**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 15 **Credit Hours: 5**

**Prerequisite:** SON 120

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

### **SON 130 - Abdominal Sonography I**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0 **Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0 **Credit Hours: 2**

**Prerequisite:** SON 130

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0 **Credit Hours: 2**

**Prerequisite:** SON 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

### **SON 220 - SON Clinical Ed III**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 24 **Credit Hours: 8**

**Prerequisite:** SON 121

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

**Additional Fees:** \$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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 24 **Credit Hours: 8**

**Prerequisite:** SON 220

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

This course provides continued active participation off-campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

### **SON 222 - Selected SON Clinical Ed**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 6 **Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** SON 110

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

**Additional Fees:** \$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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0 **Credit Hours: 1**

**Prerequisite:** SON 110 or CVS 163

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography or Cardiovascular Sonography program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0 **Credit Hours: 2**

**Prerequisite:** SON 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

### **SON 242 - Obstetrical Sonography II**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0 **Credit Hours: 2**

**Prerequisite:** SON 241

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

### **SON 250 - Vascular Sonography**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography or Cardiovascular Sonography/Echocardiography program

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** SON 110

**Corequisite:** None

**Local Prerequisite:** Enrollment in Medical Sonography program

**Local Corequisite:** None

**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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish, and to demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

### **SPA 112 - Elementary Spanish II**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** SPA 111

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish, and to demonstrate further cultural awareness. *This course has been approved*

*for transfer under the CAA as a general education course in Humanities/Fine Arts.*

### **SPA 120 - Spanish for the Workplace**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 I**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 II**

Class Hours: 0 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** SPA 181

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** SPA 112

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

## **SPA 212 - Intermediate Spanish II**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** SPA 211

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

## **Sustainability Technologies**

### **SST 110 - Intro to Sustainability**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111

**Local Corequisite:** None

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**

Class Hours: 3 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** ENG 111

**Local Corequisite:** None

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.

### **Three Dimensional Printing**

#### **TDP 110 - Introduction to 3D Printing**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course covers the historical, social and ethical issues, as well as the basic techniques surrounding 3D Printing. Topics include current and historical events, social impact of the technology and basic model creation and manipulation techniques. Upon completion, students should be able to demonstrate an understanding of the major advantages and

disadvantages of 3D Printing technology as well as demonstrate an ability to create and print a simple project.

### **Turfgrass Management**

#### **TRF 110 - Intro Turfgrass Cult & ID**

Class Hours: 3 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.

#### **TRF 120 - Turfgrass Irrigat & Design**

Class Hours: 2 Lab Hours: 4 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$15.00 Lab

This course covers the basic techniques involved in the design, layout, installation, and use of water-wise turfgrass irrigation systems. Topics include types of irrigation systems, components of the systems, materials available for use, and economic considerations. Upon completion, students should be able to complete a functional design for a turfgrass irrigation system according to sustainable practices.

### **TRF 210 - Turfgrass Eqmt Mgmt**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$15.00 Lab

This course covers the operation and maintenance of specialized turfgrass management equipment. Topics include small engine use and repair; operation, maintenance, and repair of turfgrass management equipment; organization of shop areas; and safety considerations. Upon completion, students should be able to operate and maintain turfgrass management equipment.

### **TRF 220 - Turfgrass Calculations**

Class Hours: 2 Lab Hours: 0 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the specific math concepts and calculations necessary in the turfgrass industry. Emphasis is placed on calibration of equipment used in the application of fertilizers and pesticides and calculation of solid materials used in construction. Upon completion, students should be able to correctly perform basic calculations and calibrations and estimate materials needed in specific professional turfgrass management situations.

### **TRF 230 - Turfgrass Mgmt Apps**

Class Hours: 1 Lab Hours: 2 **Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course introduces specific sports field design, installation, and maintenance. Topics include natural grass croquet courts and baseball, soccer, and football fields. Upon completion, students should be able to perform specific tasks in layout, field marking, and preparing for tournament play.

### **TRF 260 - Adv Turfgrass Mgmt**

Class Hours: 3 Lab Hours: 2 **Credit Hours: 4**

**Prerequisite:** TRF 110

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$7.50 Lab

This course covers the principles and practices involved in turfgrass management. Topics include choosing the best management practice in mowing, pest control, fertilization, irrigation, traffic control, air control, budgeting, and materials procurement. Upon completion, students should be able to demonstrate knowledge of the principles covered and select and apply the best practices in turfgrass management.

### **Transportation Technology**

#### **TRN 110 - Intro to Transport Tech**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 4 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** TRN 120

**Local Prerequisite:** None

**Local Corequisite:** None

**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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** TRN 140

**Local Prerequisite:** None

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** TRN 120

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry.

## **Work-Based Learning**

### **WBL 110 - World of Work**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**10 Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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. A completed Work-Based Learning Waiver and Agreement must be in place before registration will be approved.

### **WBL 112 - Work-Based Learning I**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours:  
**20 Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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. *A completed Work-Based Learning Waiver and Agreement must be in place before registration will be approved.*

### **WBL 115 - Work-Based Learning Seminar I**

Class Hours: 1 Lab Hours: 0 Clinic/WkExp Hours: 0  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** WBL 111, WBL 112, WBL 113, or WBL 114

**Local Prerequisite:** None

**Local Corequisite:** None

At PCC, the course description is written by the individual departments.

### **WBL 121 - Work-Based Learning II**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 10  
**Credit Hours: 1**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 0 Lab Hours: 0 Clinic/WkExp Hours: 20  
**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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.

### **Web Technologies**

### **WEB 115 - Web Markup and Scripting**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTI 110

**Local Corequisite:** None

**Additional Fees:** \$11.50 Lab

This course introduces Worldwide Web Consortium (W3C) Internet programming using JavaScript. Topics include basic syntax, object-oriented programming, functions, variables, events, arrays, validation, accessibility, and web standards. Upon completion, students should be able to write, debug, maintain well-formed and well documented interactive web content using JavaScript code.

### **WEB 140 - Web Development Tools**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTI 110

**Local Corequisite:** None

**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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTI 110

**Local Corequisite:** None

**Additional Fees:** \$11.25 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** WEB 115

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.50 Lab

This course covers the advanced programming skills required to design Internet applications and interactive web content. Emphasis is placed on the programming techniques required to develop Internet applications, interactive web content, frameworks, and using libraries. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems.

### **WEB 225 - Content Management Sys**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.

## **WEB 250 - Database Driven Websites**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** CTI 110

**Local Corequisite:** None

**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 260 - E-Commerce Programming**

Class Hours: 2 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$11.25 Lab

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, documentation, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

## **WEB 289 - Internet Technologies Project**

Class Hours: 1 Lab Hours: 4 Clinic/WkExp Hours: 0

**Credit Hours: 3**

**Prerequisite:** CTI 110, CTI 120, and CTS 115

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 3 Clinic/WkExp Hours: 0

**Credit Hours: 2**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 9 Clinic/WkExp Hours: 0  
**Credit Hours: 5**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 9 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** WLD 115  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** WLD 121  
**Corequisite:** None  
**Local Prerequisite:** None  
**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None  
**Corequisite:** None  
**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** WLD 131

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

### **WLD 215 - SMAW (Stick) Pipe**

Class Hours: 1 Lab Hours: 9 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** WLD 115 or WLD 116

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$33.75 Lab

This course covers the knowledge and skills that apply to welding pipe.

### **WLD 221 - GMAW (MIG) Pipe**

Class Hours: 1 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** WLD 122

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 1 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** WLD 132

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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**

Class Hours: 2 Lab Hours: 2 Clinic/WkExp Hours: 0  
**Credit Hours: 3**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** 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 nondestructive testing processes.

### **WLD 268 - Robotic Gas Metal Arc Welding**

Class Hours: 2 Lab Hours: 6 Clinic/WkExp Hours: 0  
**Credit Hours: 4**

**Prerequisite:** None

**Corequisite:** None

**Local Prerequisite:** None

**Local Corequisite:** None

**Additional Fees:** \$22.50 Lab

This course provides a comprehensive overview of the tasks and responsibilities required of the robotic welding technician. Topics include robotic and welding safety, proper equipment usage and care, robotic welding programming, various automated welding applications, automated Gas Metal Arc Welding (GMAW) processes, equipment controls and settings, and weld quality. Upon completion, students should be able to set up, program, operate, and successfully run robotic gas welding equipment for various welding applications.

## Corequisite Developmental Education (CoDE)

### Corequisite Developmental Education (CoDE)

The objective of CoDE 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, 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.

### Developmental/Transitional/and Supplemental Courses

#### Biology

- BIO 094 - Concepts of Human Biology **Credit Hours: 4**

#### English

- ENG 002 - Transition English **Credit Hours: 3**
- ENG 011 - Writing and Inquiry Support **Credit Hours: 2**
- BSP 4002 Transition English 144-173 (recommended hours)

#### Mathematics

- MAT 003 - Transition Math **Credit Hours: 3**
- MAT 010 - Math Measurement & Literacy Su **Credit Hours: 1**
- MAT 021 - Algebra/Trigonometry I Support **Credit Hours: 2**
- MAT 043 - Quantitative Literacy Support **Credit Hours: 2**
- MAT 052 - Statistical Methods I Support **Credit Hours: 2**
- MAT 071 - Precalculus Algebra Support **Credit Hours: 2**
- BSP 4003 Transition Math 144-173 (recommended hours)

#### Other Requirements

- ACA 090 - Student Success Strategies **Credit Hours: 3**

## 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.

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

## **Disclosure Statement**

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 (2017-2020) graduation/completion rate of 21% for first-time, full-time, degree/diploma/certificate seeking students.